



Parent Handbook

2026-2027



**St. Vincent de Paul
PRESCHOOL
& Preschool Extended Care**

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(740) 393-3611

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Welcome!

We are honored that you have chosen St. Vincent de Paul Preschool for your child's early education. At the heart of everything we do is our belief that every child is God's child. We will welcome your child as an individual and nurture your child's development in happy, healthy ways. Family is a child's first teacher, and we value your support and collaboration.

In this handbook, you will find our philosophy and policies, as well as many practical matters, such as arrival and dismissal, dress code, extended care, and parent-teacher conferences. Parents are responsible for reading this 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 contact the school office at (740) 393-3611.

Our Philosophy

Our preschool exists to provide a quality early childhood program for the young children of St. John the Baptist Parish and the surrounding community.

Young children learn best when they actively engage their environment, as this sets the stage for self-discovery, self-realization, and concept development. We provide a safe and loving atmosphere in which each child explores and discovers through hands-on interaction or "purposeful play" as the major vehicle for the development of the child in all areas: spiritual, social, emotional, cognitive and physical.

Opportunities are provided to learn new skills which will help the child establish a positive self-esteem and the confidence needed to succeed in school and life. Kindergarten readiness happens organically through purposeful play and also through a balanced schedule of teacher-directed activities such as art projects, story time, singing, praying, listening, and emergent math, science and literacy activities.

Objectives

We approach these objectives as followers of Jesus, the perfect teacher, with a sense of commitment, service, wonder, and love.

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

- Gain essential social skills and emotional regulation;
- Become independent and self-motivated;
- Think creatively and solve problems by reasoning, questioning, experimenting;
- Gain self-expression through language development and creativity;
- Function successfully in a group of peers with cooperation, sharing and friendship, gaining a sense of self-worth as a special part of God's community;
- Be well-prepared for kindergarten.

The Whole Child

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

- Nourishes spiritual development
- Focuses on purposeful play with interactive materials which helps develop active and confident learners
- Responds and adapts to children's developmental needs and interests
- Maintains a small class size which allows for individual attention from the teachers

Standards

Lessons are presented in accordance with Diocesan Early Learning Standards and the standards set forth by the Ohio Department of Children and Youth. Each lesson includes an objective, procedure, materials and assessment.

Religion

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, our faith in Jesus is integrated into everything we do and teaches 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

We plan, structure, direct and observe the children's experiences in a Christian environment so that we can do the following:

- Help children grow socially, emotionally, physically, morally, cognitively, and spiritually through a safe and developmentally appropriate, child-centered program while preparing them for kindergarten;
- Encourage a sense of self-worth, 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 the individual;
- 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 young children;
- Model a cooperative and supportive partnership between children, teachers and families, and establish a positive connection between home and school.

Admission Policy

Admission is open to all children aged 3-5; however, children of Registered and Participating Parishioners* will be given priority. Time limitations for enrollment will be published early within the parish. If there are more children registering for any class than there are spaces available, the children will be accepted in this order:

- Siblings of parish families whose children attend St. Vincent de Paul School;
- Siblings of non-parishioner families whose children attend St. Vincent School;
- Other parish families in order of their registration in the parish;
- Children of new St. Vincent de Paul Church parishioners, providing the family agrees to become Registered and Participating Parishioners*. Children of Registered and Participating Parishioners of other parishes having no school will also be admitted. Parish guidelines for tuition will be followed;
- Children of other faiths.
- Our preschoolers will receive priority admission to St. Vincent's kindergarten.

These priorities are guidelines only. The pastor, principal, and preschool director shall have broad discretionary authority in the application of these guidelines in specific situations.

***"Registered and Participating Parishioners" is defined as those who regularly attend weekend masses and financially contribute to the parish.*

Enrollment Policy

A child is considered to be enrolled when the parent or guardian completes the online Registration process (Application and Enrollment for new students; Enrollment for returning students), pays the Application & Registration Fees, and the Preschool Director confirms the availability of space. Preschoolers must be toilet trained and able to take care of all their toileting needs; pull-ups are not permitted. Children will remain in the same class for the school year unless a child's parents, teacher, and the director agree that another classroom setting would be more appropriate. Families must complete the online re-enrollment every year.

Parents must update changes to address, phone number, pick up authorization, emergency contacts, etc. in the FACTS account and communicate to the Preschool Director immediately so that current information is always on file.

<https://www.saintvdpchool.org> (click on the FACTS button)

The **Child Medical Statement**, signed by a physician, is required by the State of Ohio to be submitted not later than thirty days after the date of admission and annually from the date of examination thereafter. Child Medical Statements expire after 13 months. A child will not be allowed to attend school without an up-to-date Child Medical Statement of file.

Registration Fees & Age Requirements

There is a one-time Application Fee of \$25 and an annual Enrollment Fee of \$125 per family. These fees and tuition are non-refundable. The tuition rates and age requirements are as follows:

4-Day Morning Class	\$2,700	Age requirement: 3 years old by May 1, 2026
4-Day Afternoon Class	\$2,700	Age requirement: 4 years old by August 1, 2026
5-Day Morning Class	\$3,400	Age requirement: 3 years old by May 1, 2026

Enrollment of a child will be contingent upon receipt of tuition payments. Equal tuition amounts will be charged for 11 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 school year. Tuition is due monthly to FACTS Management Company through automatic payments from your checking, savings, or credit card account. 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.

DAILY SCHEDULE

Arrival

Preschool Staff greet the children. Children hang up their coats and backpacks. Children choose their drink for later in the day and engage in opening activities.

Opening Circle

Children learn the names of the months, days of the week, and they count days. Children learn that they are part of a community. They learn to recognize their own written name and classmates' names.

Religion, Music & Theme

Children sing, dance, pray, develop faith, and begin to explore the theme of the day. Primary curricular resources: *My Big World* (Scholastic); *God Made Me, God Made the World* (Loyola Press).

Large Motor

Children engage in both free and teacher-directed gross motor activities. We go outdoors, when possible, or to the gym in bad weather.

Story & Language Circle

Children listen to a story and explore language and literacy skills such as letter sounds, rhyming, and making predictions.

Centers & Small Groups

Children work independently, in small groups or with a teacher to develop social, emotional, fine motor, and investigative skills using art, science, math, language and imaginative play. Concepts: size, shape, relative position; color and number sense, prewriting and early writing, hypothesizing. Primary curricular resource: *Teaching Trailblazers/Pre-K Pages*.

Clean Up

Children learn to take responsibility by putting away materials used or played with.

Prayer & Snack

Children are offered a healthy snack & their choice of white milk or water. Children pray before eating, learn manners & clean up. The class reviews the day's activities & begins the pre-dismissal routine.

Dismissal

Children are dismissed to a parent, authorized persons, or Extended Care personnel.

Drop Off & Pick Up Protocol

Help make drop off and pick up safe, efficient, and drama-free!

Drop Off will happen at the High Street doors.

7:30-7:45 a.m. -or- 11:25-11:30 a.m.

- Walk your child to the sidewalk near the High Street doors.
- Wait there until the teacher opens the door.
- Say goodbye (if there are tears, they will dry faster with a **quick** goodbye!).
- Your child will enter the building and have a fabulous day!
- If you arrive late, enter through the main office doors via the parking lot.

Pick Up will happen at the High Street doors for 5 minutes after class ends.

10:45-10:50 a.m. -or- 2:30-2:35 p.m.

- Walk to the sidewalk outside the High Street doors.
- School staff may ask you for your name and/or your ID to ensure your child leaves with authorized adults only.
- The teacher will release your child to you.
- *Optional for 4-Day Afternoon Preschool: K-8 students may pick up a preschool sibling at 2:30 p.m. and then go to the gym for pick up along McArthur Street. Please let the teacher know if you would like to use this option.*
- If you are late for pick up, we will take your child to the office for pick up there.
- You will be charged \$5 for every 15 minutes your child must wait in the office.
- If your child attends Extended Care after school, pick up is in the school office.

Please DO NOT park in the fire lane on McArthur Street.

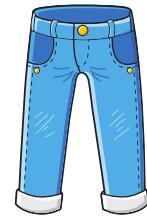
Other street parking is available.



Dress Code

What To Wear In Warm Weather

Play clothes for exploring (nothing precious); easy for your child to manage in the restroom



Shorts under skirt or dress



Shoes for running, climbing, jumping



NO crop/tank tops, shoes without backs, crocs, smooth-soled shoes, or heels higher than 1/2"



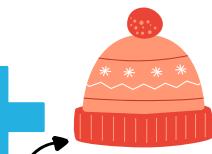
NO inappropriate words on clothing

What To Wear In Cold Weather

Warm, comfortable play clothes that are easy to manage in the restroom



Winter coat, hat & gloves for the playground (sweatshirts are not warm enough)



Please label with your child's name



Shoes for running, climbing, jumping



If your child wears snow boots or rain boots to school, please send other shoes to change into



Snack Time

Parents will be assigned days to provide small, healthy snacks for each child in the class (we have 14 students in each class). Parents are encouraged to send small, simple, nutritious snacks, especially those that contain vitamins A and C. Please remember that we are serving many hungry children at one time and do not have time to peel fruit or cut a snack into pieces. Here are a few suggestions for snacks:

- Any type of fruit or vegetable, portioned into single servings
- Peanut butter crackers or cheese and crackers
- Granola bars, cereal bars, or pretzels
- Cheese sticks or mini yogurts

Milk Fee

Each day, your child will have the opportunity to drink milk if indicated on your online enrollment form. The current price for a carton of milk is 35 cents (subject to change). You will receive a bill through FACTS for the yearly milk fee. If you indicated that you do not want your child to drink milk, you will not be charged; your child will receive water each day.

Birthdays

Birthdays may be celebrated with a small, sweet treat. Please do not send full sized cupcakes for the class, but instead opt for mini cupcakes, mini muffins, small pieces of candy, etc. If you wish to send a treat on your child's birthday, be sure to send enough for all 14 students. If you wish, you may include the teacher and the aide.

Teacher Standards, Ratios & Maximum Group Size

Our teachers are qualified Early Childhood Educators with practical experience working with young children. Teachers and aides are committed to regular professional development. We cap each class at 14 students to ensure individual attention for each child. Our staff-to-child ratio exceeds the standards set forth by the Ohio Department of Children and Youth.

	State Max. Group Size	St. Vincent Class Size	State Min. Ratios	St. Vincent Ratios
3-year-olds	24 children with teacher & aide	14 children with teacher & aide	1 adult: 12 children	1 adult: 7 children
4- & 5- year-olds	28 children with teacher & aide	14 children with teacher & aide	1 adult: 14 children	1 adult: 7 children

General Information

Administration of Medication

We do not administer medication of any kind, except for asthma inhalers and emergency EpiPens. 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.

Book Orders

Occasionally, your child may bring home a form to order books for home use. If you wish to order, simply follow the directions to place an order online. Books will be delivered to the school and sent home with your child. You are under no obligation to order books.

Mandated Reporters

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

Restroom Rules

Pull-ups or diapers are not allowed. Children must be toilet trained and able to use our child sized restroom in the preschool classroom on their own (including wiping, unbuckling, buckling, pulling up pants, etc.). Accidents happen, so we ask parents to provide a complete change of clothes in a zip top bag.

Required Forms

Each year, the Ohio Department of Children and Youth inspects our preschool and checks to see that all parent forms have been completed. Incomplete information in FACTS or a missing Child Medical Statement may cause our operating license to be in jeopardy. If forms are not completed, you will be asked to complete them immediately.

Security

Exterior doors remain locked at all times. Visitors to the school must press an intercom button, identify themselves, and wait for the office staff to unlock the office door. In every classroom, hallway, at exterior doors, and on the playground, security cameras record video and sound at all times.

Guidance, Behavior & Discipline

Teachers act as models of positive behavior. Through careful guidance, our aim is that each child will learn self-control and self-discipline. Each child will be treated with love, respect and forgiveness. 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. Separation 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.

In rare instances, a child may 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 conference to discuss concerns and strategies;
- Implementation of a plan designed by the school and family;
- A referral for evaluation for special services;
- If these steps fail to bring a positive change, the child's participation in the program may be terminated.

Preschool personnel shall restrict discipline as follows. **There shall be no:**

- discipline delegated to any other child;
- discipline for failure to eat or toileting accidents;
- physical restraints 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;
- cruel, harsh, or unusual punishment such as, but not limited to, punching, pinching, spanking, biting, placement of a child in a locked room, closet, box, or cubicle, withholding food, rest, or toilet use, humiliation, shaming, frightening, profane language, threats, or derogatory remarks about the child or his/her family, or other verbal abuse.

Communication

Communication is critical for building good relationships between the school administration, teachers and families. It might seem easiest to talk to the preschool staff about a concern 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. In addition, you may contact the preschool director, principal, or our school advisory board with questions, concerns and feedback.

Absences

Please report absences via the portal on the school website under the "Current Families" tab.

Email and ClassDojo

We use email and the ClassDojo app to communicate information to our preschool families. You may send a message to your child's teacher or the preschool director via email or ClassDojo.

FACTS

Through FACTS, a web based, school-wide, student information system, the school sends text 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.

Sending Papers Home

Each family will provide a folder that will stay in the child's backpack. Please remove all 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 on and twice monthly newsletters from the preschool director. Families should also check the school website for general information.

Parents

FACTS <https://www.saintvdpsschool.org> (click on the FACTS button)

Parents are responsible for ensuring their online FACTS family account contains current information. Please notify the Preschool Director when you update your account with new information such as allergies, adults authorized to pick up your child, phone numbers, or addresses.

Parental Access

Custodial parents and legal guardians 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 or principal. Parents should report to the school office before going to the preschool classrooms.

Parent-Teacher Conferences

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 twice a year to discuss their child's growth and development.

Parent Involvement

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. You are welcome to:

- Share special talents and traditions;
- Communicate ideas, questions, concerns and participate in Parent-Teacher Conferences;
- Attend events such as the Meet the Teacher, All-School Picnic, Peek Into Preschool, St. Nick Dinner, Christmas Program, Knowledge Fair, VIP Day and other events announced throughout the year;
- Volunteer to help at various school events, provided you have completed the volunteer requirements (see the following page).

Directory

A class Directory is available. Parents opt in or out of inclusion in the Directory during online Registration.

How to become a **PARENT VOLUNTEER** at St. Vincent de Paul School



We love to have parent volunteers at school events! At the same time, we are committed to the safety of our students. All parents signed a Volunteer Code Of Conduct during enrollment. In addition, we require completion of the following two steps before volunteering:

1 Complete a background check

To make an appointment, call the Knox Educational Service Center (ESC) at (740) 393-6767 between 8 a.m. and 3 p.m. The ESC is located at 308 Martinsburg Road in the Knox Technical Center directly behind the Knox County Career Center.

If you have lived in Ohio continuously for the last 5 years, you need the BCI report (\$30). If you have lived in Ohio fewer than 5 years, you need both the BCI & FBI reports (\$60). Pay with cash or credit card at the ESC. Use code ORC 2151.86

Let the ESC know you are a volunteer at St. Vincent School. Ask them to send the results directly to:

Regina Quinn
Safe Environment Program
Diocese of Columbus
197 E. Gay St
Columbus, OH 43215

2 Attend a child abuse

awareness class called *Protecting God's Children*

This 3-hour class is offered many times each year through the Columbus Diocese. You must register ahead of time online at virtusonline.org. Click on "First Time Registrant." Then, click "View List of Sessions." Next, choose "Columbus OH (Diocese)" as your organization from the drop down menu. When registering for the class, there will be a \$25 charge to set up an account with Fastrax.

If you have questions, call the school office at (740) 393-3611

Communicable Disease

Parents should monitor their children daily for signs of illness. 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, Advil, etc.) after exhibiting any of the following recognized signs of communicable disease:

- Temperature of 100.4 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

A child who shows any of the above signs of illness at school will be separated 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 will 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" (such as experiencing minor common cold symptoms but not the symptoms specified above) will be carefully monitored.

Parents will be notified when their child has been exposed to a communicable disease. Our staff has had training in prevention, recognition, and management of communicable diseases.

Health & Safety

Returning To School After an Illness

When a child returns to school after an illness, the child will be observed by a staff member 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

First Aid

The preschool has on hand at all times a first aid kit. Our staff has been trained in first aid, hand washing, and disinfection procedures.

Safety

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.

Hazardous Materials & Rights

Hazardous Materials

Safe handling and storage of hazardous materials and the appropriate disposal of bio-contaminants comply with the following: (a) Blood spills are treated cautiously and decontaminated promptly. Disposable gloves are to be worn during contact with blood or bodily fluids which contain blood, such as vomit or feces in which blood can be seen. (b) Surfaces contaminated with blood or bodily fluids containing blood are first cleaned with hot, soapy water and then sanitized with an appropriate bleach solution which is prepared on a daily basis according to product guidelines, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity. (c) The disposal of materials that contain blood is done with the use of a sealable, leakproof plastic bag or by double bagging in plastic bags that are securely tied. (d) Non-disposable items, such as clothing that contains blood, is placed in a sealable, leakproof plastic bag or double bagged in plastic bags that are securely tied and then sent home with the child.

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 Children and Youth at (855) 642-4453.

FERPA

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, 34 CFR 99.30, and Ohio Revised Code § 3319.321, parental consent is required before personally identifiable information contained within the student's education records is disclosed, with limited exceptions as stated in 34 CFR 99.31.

McKinney-Vento Homeless Children and Youth Act

This Act ensures that all children and youth, including preschoolers, have equal access to the same free and appropriate public education as non-homeless children and youth. A homeless education liaison is required in every district and community school. This liaison works with families, community agencies and partners to best support students experiencing homelessness.

Preschool Extended Care (PSEC)

What is PSEC?

PSEC is an optional after-class day care program for students who attend the 5-Day Morning Preschool Class. Parents must register for this add-on program. Most PSEC policies are the same as the Preschool policies already listed in this Handbook. You will find additional information and policies in the following pages.

We provide:

- quality care and guidance for your child;
- a safe, clean, fun, and stimulating environment rich in age appropriate activities;
- an atmosphere that enhances positive self-image, self-confidence, self-control, and respect;
- opportunities for free choice and problem-solving, within limits, to encourage independence and responsibility;
- a values-oriented environment which complements both home and school environments;
- staff members who enjoy and understand children and whose presence fosters a loving, faith-filled atmosphere;
- sensitivity to the needs of children and families.

PSEC Registration

After you register for PSEC during online Enrollment, your FACTS account will be charged a \$50.00 PSEC registration fee. Registration fees are used to purchase and replace program equipment and materials and to prepare classroom space for the new school year. *Registration fees are non-refundable and will not be applied to past or current balances or fees.*

Parents must read the Preschool/PSEC Handbook and sign the acknowledgement portion of the online registration form stating that you have read the Handbook and will abide by its policies. Children will be enrolled in PSEC without discrimination in regard to race, religion, sex, and/or national origin.

Special Needs

Children with special needs will be enrolled, provided the staff can serve the child in our program. Please communicate with the PSEC Director any special needs or requirements pertaining to your child's well being, health, IEP, etc. that would need to be accommodated.

PSEC: Availability & Billing

PSEC is available to students enrolled at St. Vincent de Paul Preschool's 5-Day Morning Preschool Class only, and it is available on scheduled school days according to the preschool calendar.

Pick Up

PSEC pick up happens in the office vestibule between 11:00 a.m. and 3:30 p.m. You may be required to show your ID before picking up your child. Only parents, guardians, and those designated in your FACTS account will be allowed to pick-up your child. Notify the PSEC Director and update your FACTS account if you need to make changes to the authorized pick up list.

PSEC Operating Hours: Monday-Friday 10:45 a.m. - 3:30 p.m.

Closures & Delays

- When school is closed for any reason, PSEC will be closed.
- If you would like your child to attend PSEC when class is canceled due to a 2-hour delay, you must make prior arrangements with the PSEC Director; walk-ins and/or unregistered students will not be accepted.

COMMUNICATION WITH OTHER PUBLIC CHILD CARE PROGRAMS

Extended Care will work with Human Services in order for eligible families to take advantage of our services. Other organizations such as Child Care Resource Network will be used as needed.

Billing

Daily Rate

Families will be charged a daily fee of \$35 per student based on the child's registered PSEC days. During Enrollment, parents register for up to 5 days per week of Extended Care (PSEC); this constitutes the child's regular PSEC schedule. Parents may change the regular PSEC schedule no more than once per month. Parents will be charged for their registered PSEC days whether or not the child attends PSEC on a registered day or leaves before 3:30 p.m. This ensures adequate staffing and the financial health of our PSEC program. Children must be picked up by 3:30 p.m. each day.

PSEC: Billing

Payments

PSEC charges will be billed monthly through FACTS Management Company from your checking, savings, or credit card account (fees may apply). Billing will begin in September 2026. Prompt and timely payment of PSEC charges is mandatory.

It is the responsibility of the parent(s) to set up and manage their FACTS account. Go to the school website at <https://www.saintvdpschool.org/> and click the FACTS button on the upper right to manage your account.

Additional Fees or Charges

- Insufficient Funds/Account Error Fee: Please be aware that there may be additional fees or charges via FACTS Management Company for invalid payment methods or insufficient funds. Extended Care services will be suspended and/or terminated if monthly payments are not received or your FACTS Management Company account closes.
- Late Pick-Up Fee: Extended Care closes at 3:30 p.m. An initial late fee of \$10.00 will be charged for any late pick-up times from 3:30-3:35 p.m. An additional late fee of \$1.00/minute will be charged for any time beyond 3:35 p.m. and up until pick-up, collectively. Late fees need to be paid via cash or check within 24 hours of the charges. In the event of three (3) late pick-ups, the child will not be allowed to attend Extended Care for the remainder of the school year. If the parent or guardian is unavoidably delayed, a phone call is required to the school office at (740) 393-3611.

Non-Payment

Failure to pay each month's billing statement/charges by the communicated deadline will result in your child's ineligibility to attend Extended Care and suspension from Extended Care until full payment has been made. Continuous late payments exceeding more than two payment periods will result in removal from the Extended Care program.

PSEC: Schedule & Curriculum

PSEC Schedule

- 10:45 Transition from class to PSEC
- 10:50 Lunch (students eat a lunch packed from home)
- 11:30 Free Play
- 12:30 Story & Rest Time
- 2:00 Snack
- 2:30 Free play
- 3:00 Recess in the gym or playground
- 3:30 PSEC closes

**schedule is subject to change*

Curriculum

PSEC focuses on activities that communicate:

- **Faith**, such as our belief in God and how wondrous he is in our lives
- **Character**, such as respect, manners and social-emotional skills
- **Safety**, such as use of playground equipment, evacuation in weather related emergencies and/or fire drills.
- **Health**, such as proper hand washing and nutrition.
- **Creativity**, with projects related to a book, story or song.
- **Active play**, such as building, imagining, reading, running, dancing, swinging and singing.

All activities are adapted to meet the needs of the children, are developmentally and age appropriate, and reflect heterogeneous racial, gender, and cultural attributes.

PSEC: Food, Toys, Rest, Behavior

Snack

A nutritious snack will be provided mid-afternoon.

Water Bottle

Please provide a leakproof bottle of water for your child each day.

Lunch

Parents must send a packed lunch for their child each day that does not need to be refrigerated or heated. Preschool students are not permitted to purchase a hot lunch.

Food Allergies

If your child has any known food allergies, it is very important that this information be communicated on the child's online preschool registration form. If a new allergy arises, please communicate this with the PSEC Director. For your child's health and safety, parents may be asked to provide an approved allergy-free snack for their child.

Toys & Other Items From Home

Toys or other play items from home are NOT allowed at PSEC, with the exception of a small comfort item, like a stuffed animal, for rest time use only.

Rest Time/Nap

Morning Preschoolers who attend PSEC during the afternoon will be provided a nap/rest period in the afternoon of 1-1.5 hours. The quiet time/nap period shall be flexible to meet individual needs with provisions for early risers and non-nappers (a book or quiet toy on the cot). Children are encouraged to rest and/or have quiet time so that those who need to nap may do so in quiet. Cots and assigned blankets will be provided and are cleaned on a regular basis.

Behavior

Children are expected to respect the staff, each other, the materials, and the environment. The courtesy that is practiced during the school day in the classroom is expected to continue in PSEC; the same rules apply.

Sample Handbook Acknowledgement

The following is a **sample** of the online Preschool & PSEC Parent Handbook Acknowledgement Form that preschool parents sign as part of the online registration process.

The form is copied here for your reference only. The official form is completed online, so there is no need to sign the sample form below.

"My signature below acknowledges that I have read and understood the contents of the 2026-2027 St. Vincent de Paul Preschool & PSEC Handbook, which may be 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 _____