

Our Lady of Perpetual Help Preschool Handbook



"Let the little children come to Me"

Matthew 19:14

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Our Lady of Perpetual Help Preschool Revised 7/11/2022

Philosophy

Our Lady of Perpetual Help Preschool encourages our children to learn and grow through appropriate activities that support their talents in a loving and Catholic environment. Experiences and opportunities are provided to promote positive self-esteem and individual development as well as community growth.

Goals

Our goals are to plan and structure play experiences to educate the whole child, physically, mentally, emotionally, socially and spiritually in an atmosphere of love, respect and acceptance. We will integrate the preschool standards throughout everyday experiences and the curriculum.

- ❖ Encourage children's joy of learning through their imagination and curiosity
- ❖ Foster a positive self-image and enable growth in self-knowledge
- ❖ Encourage problem solving and decision making skills while fostering friendships and cooperation with others
- ❖ Provide an environment for children to experience and become aware of God's love
- ❖ Offer experiences that support and encourage language development and emerging literacy
- ❖ Introduce numbers and number sense with a hands-on approach
- ❖ Establish a positive partnership between home and school

Teaching Staff

Our teaching staff are highly qualified individuals. Our Staff are licensed by the Ohio Department of Education. Our teachers and aides complete orientation training and 30 or more hours of professional development per biennium in accordance with SUTQ guidelines. Upon hire teachers complete a background check, Protecting God's Children and all references are checked.

The Curriculum

The Diocese of Columbus Preschool Curriculum, Religion Graded Course of Study, Catechesis of a Good Shepherd, and other resources (Creative Curriculum), will be used at Our Lady of Perpetual Help Preschool. This curriculum, which is aligned with the State of Ohio's Early Learning Content Standards, will be enhanced with timely topics, children's interests and ideas with both group and individual activities. These activities will foster spiritual, motor, language, cognitive, creative, reading, writing, and social skills. Each child will be encouraged at his/her own pace and will be evaluated at his/her own level.

Assessment:

Children will be assessed using multiple methods in accordance with the Diocese of Columbus Preschool Curriculum (DoCPC) aligned with State of Ohio Standards. One method is continuous observation. Preschool teachers will observe each child's progress in all domains and record observations with written anecdotes, photos, collection of student work and a Diocese of Columbus Preschool Curriculum checklist. Children will be assessed twice a year using the DoCPC checklist. Students participating in the ECE Grant program will also be assessed twice a year with the Early Learning Assessment. Both assessments are "on-going", so they will measure each child's progress over time. Preschool teachers will provide parents with a conference form describing strengths and weaknesses, offering suggestions for parent/guardian involvement in the student's education and allow parents to contribute ideas and set goals for the child. Families are asked to complete the ASQ3 (developmental) assessment within the first 4 weeks of school.

Referral and Diverse Needs

If our team of teachers, director or parent/guardian is concerned with their child's development we will work together to make appropriate referrals beginning with the completion of our Referral Form. The ASQ3 is a tool that may be used to help determine if additional resources or referrals are necessary. During parent teacher conferences in November we go over assessment results. If teaching staff or families feel that immediate action is needed, a conference may be scheduled sooner. If a parent/guardian is in need of additional support for their child, we will attempt to connect them to their local school district and/or appropriate services or agencies. We are open and support dual programming with South Western City Schools and will make every effort to continue a child in our program when appropriate. The office has a list of family community resources with programs and agencies that may benefit your family.

Transition into Preschool/Prekindergarten:

Transition into the preschool is done at the beginning of the school year. Before the start of each new school year we host a Curriculum Night and Open House. The Curriculum Night is for parents/guardians only and we discuss curriculum, assessment, logistics of the routine and answer questions. The Open House is for the children and their families to meet the teachers and explore the classrooms. During Open House children can complete an activity that we will display on the bulletin board so they will see the familiar work on the first day of school. Parents/guardians will complete a *Family and Child Survey* to help us learn more about your child and your family's specific preferences.

Within the first month of school each child will have a project that includes bringing in a picture of their family. This project will be available to students or displayed for the duration of the school year. Children are permitted to look at the pictures throughout the day, particularly when a child may need emotional support. Families are invited to participate in fall and spring conferences to discuss progress and preschool placement for the following school year. Goals and information you share with your child's teacher during conferences are reviewed by all teaching staff. All information is kept confidential. Children and their families

are invited to visit the preschool during our annual winter Open House in January where they may show off their preschool classroom. Families may also visit the prekindergarten classroom and meet the PreK teachers during winter Open House.

We will have a preschool picnic, including all preschoolers and their families, at the end of the school year as a fun way to provide closure and aid in transition. Children and families will have the opportunity to meet new friends and foster positive social relationships for the upcoming school year.

To transition within the program please fill out a *Transition Form* and contact the director for approval.

Transition from PreK to Kindergarten:

Parents/guardians and students will have an opportunity to visit with the kindergarten teachers during an Open House in January. Families can also tour the OLPH Grade School the same day as the Open House or another day by appointment. Children who are kindergarten eligible can participate in a screening provided by OLPH Grade School upon enrolling in kindergarten at OLPH. The Preschool will provide kindergarten teachers with a description of each child's strengths, accommodations and areas still developing. Preschool teachers and parents/guardians can conference in the fall and spring to discuss class placement for the upcoming school year and create a plan for the transition.

Children will be provided opportunities throughout the year to meet teachers and administrators at the grade school to foster relationships and build community. Children will also visit the grade school for special events. We will have a preschool picnic, including all preschoolers and their families, at the end of the school year as a fun way to provide closure and aid in transition. Children and families will have the opportunity to strengthen relationships with friends.

Records Transfer Policy

Parents who are withdrawing students should contact the director with notification of the date and reason for withdrawal. Student records are released to the new school when all tuition and other fees are current. Student records will be provided to the child's school, when enrolled in a kindergarten program, when a request form is filled out and turned in by a parent/guardian.

Daily Schedule

The daily schedule of our Preschool classes will include the following:

Gathering Time-daily prayer, weather, calendar, songs, and sharing

Centers-opportunities for fine motor development, creative experiences, science activities, math activities, and dramatic play experiences

Group Time/Music-language experiences, finger plays, aesthetic awareness activities, songs, group games, nursery rhymes, creative music and literature

Snack Time

Story Time

Movement-opportunities for large muscle development

Lunch Bunch- (Pre-Kindergarten only) group lunch and large muscle play

Schedule	MWF/TTH	Schedule	PM Pre K
8:00-8:30	*Early Drop Off	11:00-12:00	*Lunch Bunch
8:30-9:00	Greet Children/Free Play	12:00-12:30	Greet Children/Free Play
9:00-9:15	Large Group	12:30-12:50	Large Group
9:15-10:00	Centers/Small Group	12:50-1:30	Centers/Small Group
10:00-10:15	Snack	1:35-1:50	Snack
10:15-10:30	Story Time	1:50-2:00	Story Time
10:30-10:55	Outdoors/Large Motor	2:00-2:25	Outdoor/Large Motor
10:55-11:00	Pack Up/Dismissal	2:25-2:30	Pack Up/Dismissal
		2:30-5:30	*BASE

*Additional fees apply to add the Early Drop Off, Lunch Bunch or BASE options

**11:00-12:00 Lunch Bunch & BASE: Pre-Kindergarten only

***Atrium is incorporated weekly

Schedule	All Day Pre K
8:00-8:30	*Early Drop Off/BASE
8:30-9:15	Greet Children/Free Play
9:15-9:45	Large Group Meeting
9:45-10:00	Snack
10:00-10:50	Centers/Small Groups
10:50-11:00	Cots out & children get blankets
11:00-11:30	Outside/Large Motor
11:30-12:00	Lunch
12:00-12:30	Rest Time
12:30-1:00	Outside/Large Motor
1:00-1:45	Centers/Small Groups
1:45-2:00	Snack
2:00-2:25	Reading/Literacy
2:25-2:30	Pack Up/Dismissal
2:30-5:30	*BASE

*Additional fees apply to add the Early Drop Off or BASE options

**Atrium is incorporated weekly

Nap Time

Children who stay for "Full Day" will have a rest period beginning at 12pm and ending at 12:25. Each child is provided a rest mat, labeled with first and last name. The children may bring blankets or comfort objects. These items will be returned home each day for laundering care. During rest the children may choose to sleep or just rest in accordance with needs of the child and family preference. A child may also sleep longer than the designated rest period in accordance with the needs of the child and family preference.

Arrival and Dismissal

Our hours of operation are from 8:30 a.m. to 2:30 p.m. Each child must be signed in and out by a parent or designated adult. It must be put in writing who is responsible for signing the child in or out. We will not release any child without notice. The teacher in charge must feel confident of the child's safety. Habitual late pick-up of your child will not be tolerated. Emergencies are understandable.

Early Drop Off & BASE

Early drop off is available at 8:00am each school day your child will attend for an additional cost. PreK students may also enroll in our BASE after school program for an additional cost. BASE is open each school day until 5:30pm.

Lunch Bunch

Our Lady Preschool offers a lunch hour for our Pre-Kindergarten children between the hours of 11:00a.m.-12:00p.m. The children have the opportunity to share a group lunch experience with their peers. Parents should send a healthy and well-balanced lunch with their child each day. After eating lunch the children will have an opportunity for gross motor play.

Snacks and Birthdays

We are aware of the importance of good nutrition. We do not serve meals to the preschool students; however, snacks will be served to the students daily along with water to drink. The parents are responsible for supplying snacks throughout the school year for your child's class. A snack schedule and list of appropriate foods will be posted. Birthdays are important to all of us! We are delighted to celebrate your child's birthday during our regular snack time. We will factor each child's birthday celebration into our snack schedule, even the summer birthday children!

Preschool Clothes and Personal Belongings

The children attending Our Lady of Perpetual Help Preschool should come to school dressed for active play. Comfortable tennis shoes and loose clothing for running and climbing are best. Please understand that your child might get paint or dirt on their clothes during their busy day.

All Children must bring a backpack to Preschool in which to place their papers, pictures and projects.

A change of clothing including underwear and socks should be included in their backpack for accidents or spills. **NO** flip flops or "open" sandals allowed.

Communications

Please feel free to share your concerns with us. Please let us know if there are circumstances at home that might affect your child's behavior. All information will be held in the strictest of confidence. Open communication ensures that we have the information necessary to care for your child adequately. Scheduling a private time for parent and teacher to talk uninterrupted

works best, as it is inconsistent with our policy to discuss a child when the other children are present. It is the intention of the preschool staff to publish a monthly newsletter to keep you informed of our planned activities, events and classroom news. In addition, parent/teacher conferences are scheduled twice a year. Child progress reports are also available to parents.

The custodial parent is required to provide the Preschool office with a certified copy of any child custody order or decree pertaining to a student.

If you have a concern about your child's education, behavior etc. go first to the teacher or person with whom you have the concern. If the situation has not been resolved with the teacher, contact the director. If your concern is larger in nature than your individual child then call the school office for information or resolution or contact a school board member for matters related to school policy.

Copies of fire drills, tornado drills and inspections are available in the school office. Additionally, parents may request copies of the program compliance reports.

Parent/Guardian Participation

Parent/Guardian interest and involvement is important to a child's growth and development in school. Therefore, we encourage you to be involved in your child's Preschool experience in any of the following ways:

1. You are welcome to briefly observe your child by appointment. Please hold any conversations with other parents outside the entire Preschool area. We prefer that you wait until class has been dismissed if you have any questions concerning anything that you have observed.
2. Check the calendar for any special activities and snack days.
3. We welcome the sharing of any of your special talents in storytelling, art music, sewing, carpentry, gardening, etc. If you are able to share your talents or would be able to volunteer, let us know. Your child will enjoy it too!
4. Important announcements will be sent via email & or paper copy sent home in backpack. Please check it frequently. If you are in a carpool, please communicate timely information to the other parents.

Volunteers

All school staff and volunteers who have care, custody and control of students must have a current Bureau of Criminal Investigation criminal background check (Fingerprinting) on file and must attend the "Protecting God's Children" workshop. A Volunteer Application Form must also be completed each year. New fingerprinting should be done electronically only, not by the ink method. Completion of Protecting God's Children, fingerprinting and Volunteer Application will be verified by the school office before volunteering is permitted. Volunteers must use the Volunteer Sign in Form upon arrival and again at the end of their volunteer time.

Field Trips

During the school year, some classes may have the opportunity to experience field trips. We will depend on parent volunteers for transportation. In order to drive students on a field trip, in addition to the volunteer requirements above, drivers must provide the Preschool office with a copy of their automobile insurance card and driver's license and annually complete the Diocesan Volunteer Driver Form. The Diocesan Cell Phone Policy states that cellular phone calls, both incoming and outgoing are not permitted at any time while driving a vehicle for diocesan business. A cellular phone's voicemail feature should be activated to store incoming calls while driving. This policy applies to both hand-held and hands-free phones. In addition;

1. A first aid box meeting O.D.E. guidelines will be available on the trip.
2. A person trained in first aid will be available at all times on the trip.
3. Each child will have identification attached to himself/herself that states the child's name, the Preschool name, and address and phone number.
4. Each child must wear a seat belt and be in an appropriate car seat.
5. Each child must have a signed permission slip from a parent or guardian.
6. The health record of any child having allergies, handicaps or special needs will be available on any field trips or special outings.

Discipline/Behavior Management

We believe in discipline as a way of teaching children to develop and maintain self-control. Limits are developed to promote a safe and functional learning environment. The following positive guidance techniques will be used to maintain limits.

Teachers will...

Encourage the children to develop their own problem solving skills through reflective listening.

Encourage the children to use their words.

Use positive suggestions.

Emphasize and model desirable behavior.

Use routines and a consistent schedule as a teaching tool.

Give each child opportunities to make choices when appropriate.

Use a variety of methods to communicate expectations.

Explain the reasons behind expectations.

Use their voice as a teaching tool.

Be consistent.

Teachers will stop any activity that endangers the child or another physically, mentally, or emotionally or an activity that is destructive to materials or equipment. A child may be

separated from the group when he/she is unable to control his/her behavior or if that behavior infringes on the rights of others.

We never use corporal punishment, nor do we ridicule or humiliate a child. No child is ever left alone.

Discipline will be fair, immediate and consistent. We will let the child know that it is the action that is unacceptable, not the child. Problem solving skills will be introduced and redirection to another activity may be necessary. If a child poses a safety hazard to other children or to the staff because of violent or other unacceptable behavior, the director has the right to dismiss the child from the program.

Behavior Management Discipline

The preschool staff are in charge of a child or group of children shall be responsible for their discipline. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows. (Ohio Preschool Licensing Rules 3301.37)

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) 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 gain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubical.
- 5) No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame or frighten a child.
- 8) Discipline shall not include withholding of food, rest or toilet use.
- 9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and development ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center receives the center's written discipline policy in this handbook. All preschool staff members receive a copy of the center's discipline policy for review upon employment.

Suspected Abuse and Neglect

Any staff member suspecting an incident of abuse or neglect is required by law to notify the local children's protective services agency.

Management of Communicable Disease

The following shall be recognized as signs of illness:

- COVID-19
- Diarrhea and/or vomiting during the night or in the morning before school
- Skin rash, unusual spots or untreated infected skin patches
- Temperature of 100 degrees Fahrenheit
- Conjunctivitis
- Evidence of lice, scabies or other parasitic infestations
- Severe coughing causing the child to become red or blue in the face or makes a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stools
- Stiff neck
- Any communicable disease such as strep throat, chicken pox or scarlet fever

Children should not be brought to school if they show any signs of illness or disease as listed above. If, upon arrival, the preschool staff observes any of the above symptoms, the child will not be admitted to class and will be sent home.

Mildly ill children (temperature 98.7-99.9, sore or scratchy throat, unusual spots or rashes or difficulty swallowing) will be observed to determine if the condition worsens at which time parent/guardian will be notified.

A person trained in first aid will evaluate any child who has been discharged due to illness prior to re-admittance to Preschool. A child must be free of fever, vomiting and/or diarrhea for 48 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (including, but not limited to: strep throat, impetigo, conjunctivitis) the child should not return to school until he/she has received at least 24 hours' worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e. chicken pox and measles). Contact your doctor's office for guidelines if uncertain.

Please notify the Preschool office at 875-7079 if your child will be absent. If your child has a communicable disease (i.e. chicken pox, strep throat, impetigo, conjunctivitis) or if you have knowledge that your child has been exposed to a communicable disease, please inform the preschool office. Parents will be notified via email when their child's class has been exposed to a contagious disease.

Medical and Dental Emergency Plan

If your child has had any kind of an allergic reaction, is asthmatic or is subject to seizures, please inform the preschool director prior to the first day of school.

If a child is injured while attending Preschool and requires first aid or any emergency treatment, an incident report will be completed and signed by the director. One copy will be given to the parents and another copy will be kept on file in the Preschool office.

If a child becomes ill while attending Preschool, the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in a quiet space away from other children and observed carefully by a staff member until the parent or guardian arrives to take them home.

If a child becomes severely ill or injured while at school, the staff will immediately call 9-1-1 for the emergency squad to respond. The parent or legal guardian will be notified, next, of the emergency situation. The Preschool director will take the child's medical and health records and the Emergency Authorization Form to the hospital.

It is very important that every student's emergency information be kept up to date. To keep our emergency information current, please notify the Preschool office immediately if you have a change of address or phone number during the school year.

The Preschool has a first aid kit on hand at all times. Staff members are required to complete inservice training in first aid, CPR, child abuse recognition and prevention, and in the prevention, recognition and management of communicable diseases as well as the proper hand washing and disinfecting procedures.

Health

All immunizations and health records must be current. The parent shall provide, prior to the first day of school or not later than thirty days after the start of school and annually from the date of examination thereafter, a report from a licensed physician, physician's assistant, clinical nurse, specialist, or certified nurse affirming that the child is in suitable condition for enrollment in the program. The Preschool reserves the right to deny class participation to a child if the medical information is not in compliance with state guidelines. Parents/Guardians may contact the school nurse for health referral information.

Teachers will use a checklist on each child's folder to be sure that all medical paperwork is current and on file. Parents can be supplied with a referral to a local pediatrician, eye doctor, dentist or local agency that provides screenings upon request. We have information regarding these community partners and the benefits of proper screening on our Community Resource shelf near the North exit.

The Preschool does not wish to dispense medication at school unless it is absolutely necessary (ex. Inhaler for asthma, Epipen for allergic reactions, insulin). If medication needs to be administered during Preschool, we must have written authorization from the doctor or dentist

and the medication must be in the original prescription container listing the child's name and instructions. Parents must also fill out a consent form that lists the child's name, name of the medication, dosage and the time of need, duration of need and possible side effects. Include the physician's phone number. All medication shall be stored in a location that is locked, except for medications that require refrigeration. These may be kept in a refrigerator in a place not commonly used by students. No over-the-counter medication is exempt from these requirements of policy.

Our Lady of Perpetual Help strives to provide a safe environment for students with life-threatening allergies. The director will review allergy information provided by the student's parents and/or physician and will consult with the school nurse as needed. Each school year, parents and physicians will be required to complete and sign an "Allergy Action Plan" specific to the student with life-threatening allergies. This plan will then serve the student in any situation of known or possible exposure to the allergen. Parents will provide the school with the medications prescribed in the plan. Medications should be provided to the director in a case with a locking lid and the student's name on the front. The case will be kept in the appropriate classroom.

The Preschool will not serve any foods that are known to produce life-threatening reactions to students in our Preschool. Teachers will also refrain from using these ingredients when planning activities in the classroom. The parents of a student with a life-threatening allergy will provide a supply of safe snacks for their child each day. All families will be provided with a list of appropriate and acceptable snacks to be used when their family is to provide the daily snack. All teachers are required to wash hands properly with soap and water before handling food or food related items (i.e. cups, napkins, water pitchers). Proper handwashing is also required after using the restroom, outdoor play, handling animals or when visibly dirty.

Safety

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

- No child shall ever be left alone or unsupervised.
- In case of an emergency, a staff member will contact a parent or other designated contact person.
- In case of an extreme emergency, a staff member will call 9-1-1 or Poison Control for assistance.
- Every child must have an emergency authorization form on file.
- All materials used at Preschool shall be approved by the director for safety.
- Fire drills will be held monthly and tornado drills are conducted in the spring.
- Each area of the Preschool has a posted plan for evacuation.
- For fire drills or other emergency procedures there is an escape route to an outside area a safe distance from the building. During tornado drills, there is a designated area within the building.
- A detailed emergency preparedness plan is available in the school office.

Admission/Attendance

A child is considered eligible for our program if he/she is at least three years of age on or before the first day of school and is toilet trained. A child will be eligible for the Pre-Kindergarten class if that child is four years of age and eligible for Kindergarten the following school year.

Our Lady of Perpetual Help recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities.

Registration for Our Lady of Perpetual Help Preschool will take place in February. Registrations will be taken on a first come first serve basis with the parish families and those families with children already in the school taking precedence. When classes are full, waiting lists will be formed and vacancies will be filled with the following priorities:

- A family already in the school
- Participating parish family members
- Any non-participating parish members
- Members from other parishes
- Non-Catholic families

Class Rosters

A roster will be prepared for each class of children in the program that includes: the name and phone number of the child and the child's parent. This will be made available, on request only to the parents/guardians.

A similar roster of all the children in the program will also be made available to only the parents in the program.

Each parent will sign a statement indicating whether they desire to be included in the rosters.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. **If South-Western City Schools are closed for weather conditions, Our Lady Preschool is also closed.** We are NOT closed when the announcement is for "Franklin County Catholic Schools". In other emergency conditions the announcement that "Our Lady School" will be closed will be made over the local radio and TV stations. Should there be an instance when school would have to be canceled during the day, the Preschool staff will notify parents/guardians and proper transportation should be arranged.

Photographing and Video Taping

Children are photographed and occasionally videotaped for educational and evaluative purposes. The photographs and videos may occasionally be used for teacher training at educational conferences on the local and state levels. The photographs may be used in the children's journals or portfolios. Parents must give consent and sign a release form, which is kept on file in the Preschool office.

School's Right to Amend

The Our Lady of Perpetual Help Preschool administrator and/or Our Lady of Perpetual Help Preschool retain the right to amend the handbook for just cause. Parents will be notified promptly in writing of any changes.