

St. Patrick Catholic School

610 South Portland St.

Bryan, Ohio 43560

419-636-3592



Preschool Parent Handbook

2016-2017

Mission Statement

The mission of Saint Patrick Catholic School is to evangelize, catechize and educate our students to become contributing members of the Catholic Church and society.

- ❖ **We Believe** we are called as disciples of Jesus Christ and this will be our purpose in curriculum community work, and faith formation of self and students.
- ❖ **We Believe** that parents are the primary educators of their students and parent involvement should be evident in the community setting of the school.
- ❖ **We Believe** that each student should be responsible for his/her own learning, in order to achieve his/her fullest potential.
- ❖ **We Believe** teachers should use a variety of instructional methods to reach all learning levels and needs.
- ❖ **We Believe** in education the whole person: spiritually, physically, emotionally and socially so each child will develop as a person committed to God.

Welcome

Welcome to St. Patrick Catholic Preschool. This handbook has been prepared to give you information about our program so that you know what to expect from us and what we will be expecting from you. This handbook is a supplement to the St. Patrick Catholic School Student and Parent Handbook.

Philosophy

We support the philosophy that the parent is the first and most important teacher that the child will ever have. Being a Catholic Preschool, very basic religious concepts such as loving our families, our friends, all living things, and ourselves will be incorporated into the preschool curriculum.

Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Parental involvement is strongly encouraged in our preschool program. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

Goals

It is our goal to provide an environment which will allow the child to develop socially, intellectually, physically and emotionally. Children grow and gather knowledge most effectively through concrete and actual experiences. We hope to create a stimulating “play” environment rich in hands-on opportunities for each child. Activities, events and experiences will be incorporated to enhance the growth of the child’s spiritual, physical, cognitive, social, emotional, creative and language development.

Participation in a Catholic Preschool Program should help the child:

1. Develop a positive self-image and be a self-directed lifelong learner.
2. Develop basic social skills and be an effective communicator.
3. Increase independence.
4. Develop a trust in adults other than his/her parents.
5. Enjoy being part of a group and a collaborative contributor
6. Respect the rights of others and defend his/her own rights and be a devout disciple of Christ.
7. Develop good listening skills and be an informed and discerning, engaged participant.
8. Develop the desire to learn and be a critical thinker.
9. Enhance physical growth and development.
10. Become aware that he/she is a child of God and will grow in His love and be a loving family member.

Preschool Curriculum

Saint Patrick Catholic School will use “The Creative Curriculum” which is based in theory and research. This Curriculum aligns with the Ohio Early Learning and Development Standards. It provides the background strategies and teaching approaches in how children develop and learn, the learning environment, what children learn, the teacher’s role and the family’s role. There is also a focus on the social and emotional skills children need to succeed in school and life, and guidance on the teacher’s role in addressing content in literacy, math, science, social studies, the arts and technology.

State Licensing

Saint Patrick Catholic School is licensed by the State of Ohio and a member of the Diocese of Toledo. The license is posted for your review in the preschool classroom on the bulletin board.

Registration

Registration is held in the spring for all returning and new students. Saint Patrick Catholic School does not discriminate based upon race, sex, national origin, religion, age (in accordance with the law) or disability (if, with reasonable accommodation on the part of the school, the disabled person's needs can be met.)

a. Preschool

Preschool students are required to receive a physical examination prior to entering Saint Patrick Preschool. Students must be four (4) years old on or before September 30th of the current year to register for the 4-year-old kindergarten readiness preschool or three (3) years old on or before September 30th of the current year to register for the 3-year-old developmental preschool.

The Three-Year-Old program operates on Tuesdays, Wednesdays and Thursdays with sessions at 8:00-10:00 AM. There are two Four-Year-Old preschool programs offered in 2016-2017. The three-day program operates from 12:00 PM until 2:30 PM on Mondays, Wednesdays, Fridays. The five-day program operates from 12:00 PM until 2:30 PM Mondays through Fridays.

b. Clovergarten and Kindergarten

Assessments for Kindergarten readiness for the upcoming school year are held in April at Saint Patrick Catholic School. Students must be five (5) years old on or before September 30th of the current year to register for Kindergarten. A Full-Day Kindergarten Program began in Fall of 2003. This program enables the students to be challenged in various subjects such as reading and math. Clovergarten, our transition Kindergarten which opened in 2009, is tailored to those children with summer birthdays and/or who may not be ready for a full day. It is a bridge between Preschool and Kindergarten. Clovergarten operates five days per week from 8:00 AM until 11:30 AM.

Medical Examination

According to ODE rules for Preschool -3301-37-08, a completed medical physical by a licensed physician prior to admission is needed. The physical examination must occur prior to the beginning of the school year and remain current (within 12 months) during the child's enrollment program.

Emergency Medical Forms/ Immunizations

An emergency medical form must be completed and kept up to date at all times. A copy of your child's immunization records must be provided to us.

Medical and Dental Emergency Plan

Band-Aids and ice packs are located in the school office. School personnel are not permitted by law to treat any injury with medication. The children's records are kept in files located in the Principal's office.

Policy for Children Who Are Ill

- a. Child is isolated and attended to in the sick room in the office.
- b. Parent is notified if deemed necessary by school personnel. Students leaving school due to illness must be signed out of the office. Students who remain in the sick room will not be counted absent. Every effort will be made to keep the child comfortable.
- c. Office personnel will stay with the child until the parent arrives. No child will be left alone. Principal is contacted immediately.
- d. The child's temperature will be taken – when deemed necessary.
- e. Children with temperatures of 100 degrees Fahrenheit will be sent home with a parent or guardian. Children who have vomited due to illness will be sent home with a parent or guardian – no exceptions.
- f. Children going to the hospital will be accompanied by school personnel. School personnel will stay with the child until the parent arrives to take charge. Dental emergencies are cared for in the same manner. Provisions of the dental first aid chart will be followed. The child's medical records will accompany him/her to the medical/dental facility.

Emergency Telephone Numbers

These are kept in the emergency binder in the school office and in the student's medical file in the Principal's office. Teachers have copies for their use during field trips. Parents/Guardians are responsible to keep school informed of new contact numbers.

Management of Communicable Diseases

Keep your child at home or your child may be sent home if he/she exhibits any of the following symptoms.

- Temperature of 100 degrees or more
- Heavy nasal discharge
- Difficult or rapid breathing

- Yellow skin or eyes
- Constant coughing, diarrhea
- Vomiting, rashes, stiff neck
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Any communicable disease
- Unusually dark urine and/or gray or white stool
- Lice, scabies or parasitic infestations.

Communicable Diseases (chicken pox, lice, mumps, SARS, etc.)

If your child(ren) have been in contact, we must be informed. If a member of our trained staff believes a student has a communicable disease, we will send a child home as opposed to risking exposure to fellow classmates. Notification of exposure will be sent home to parents if students have been exposed to any communicable disease.

Students must be kept home until all possible exposure to others is obsolete.

Oral Medications

Both state and federal law restrict what medication may be administered by nurses or other authorized school personnel.

Responsibility for overseeing the administration of non-prescription drugs which includes cold medications and acetaminophen rests solely with the parent or legal guardian. Approved school personnel may administer over-the-counter medications with the signed permission of parents/guardians. The school would prefer that parents administer medication to their children BEFORE, AFTER school or during the student's lunch time.

Injury/Incident Management

A staff member trained in first aid, CPR and communicable diseases will be available during the school day. Injuries and incidents will be recorded in the school office Injury Log. Individual student injury/incident reports will be completed and filed in student files.

Staff/Child Ratio

We observe the following staff/child ratio according to the state guidelines for:

3 year olds- One Adult: 12 children

4/5 year olds- One Adult: 14 children

Sample Schedule

3 Year Old Daily Schedule

8:00-8:20 Arrival, Wash Hands, Sign In, Opening Prayer and Bible Story.

8:20-8:45: Small Group Activities

8:45-9:00: Circle Time/Music and Movement

9:00-9:15: Snack Time

9:15-9:45: Center Time

9:45-10:00 Closing Prayer/ Pack Book Bags for Departure

4/5 Year Old Daily Schedule

12:00-12:30 Arrival, Wash Hands, Sign In, Opening Prayer and Bible Story.

12:30-12:50 Small Group Activities

12:50-1:15 Circle Time and Music/Movement

1:15-1:40 Center Time

1:40-1:55 Snack Time

1:55-2:20 Math, Science, Social Studies

2:20-2:20 Closing Prayer/ Pack Book Bags for Departure

Clovergarten Daily Schedule

8:00-8:30 Arrival, Wash Hands, Sign In, Opening Prayer and Bible Story.

8:30-9:15 Center Time

9:15-9:45 Small Group Time

9:45- 10:00 Snack Time

10:00-10:15 Math, Science, Social Studies

10:15- 10:45 Circle Time/Music and Movement

10:45-11:00 Closing Prayer/ Pack Book Bags for Departure

11:00-11:30 Departure

Inclement Weather

Saint Patrick Catholic School runs on the same yearly schedule as Bryan City Schools however days in session during the year may be scheduled differently. The

Preschool Programs begin the week following school's start date. A yearly calendar is distributed to parents in the Registration Packets. Additional copies are sent home first week of school. Contact the office if you need additional copies.

DELAYS: The Honeywell Response System is in place to notify students and parents of hazardous weather conditions and impending school delays or cancellations. Information is posted on the school's website, www.saintpatrickschoolbryan.org under "News/Calendar" then "School Delays and Closings. Local radio stations WBNO and/or WQCT, as well as WBCL in Ft. Wayne, are also sources of information. There may not be anyone available to answer the phone during any delays due to inclement weather.

In the event of a one or two hour delay, the Three-Year-Old and Clovergarten Preschool programs will operate on the delay schedule. The Four-Year- Old Preschool program will operate on regular hours.

Arrival, Dismissal and Absentee Policy

The Three and Four Year Old Preschool classes please use the Parish Entrance when bringing your child each day and when picking him/her up. Clovergartren students please enter at the North doors (playground doors) and dismiss at the parish entrance. PLEASE INSURE THAT SCHOOL AND PARISH DOORS ARE CLOSED BEHIND YOU.

Children Transported by Others-not Parent/Guardian

Preschool parents are required to fill out a portion of the Emergency Medial Form that indicates the persons permitted to pick up their children from Saint Patrick Catholic School. Only those on the list will be allowed to take that particular student. Phone calls are acceptable for an immediate change. Preschool parents/responsible adult must come into the classroom to pick up their child. Clovergarten parents/responsible adult must sign-out/pick up child from designated area.

Funeral Procedures

In the event that there is a Funeral during preschool arrival and drop off, parents please use the North doors by the playground. Clovergarten children will eat their packed lunches in their classroom and milk will be available.

Clothing

In order for your child to have freedom of movement and participation in all the varied activities, please dress your child in comfortable/clean PLAY clothes and shoes. We tend to get messy in preschool with paint, markers, crayons, shaving

cream etc. Tennis shoes often provide the most comfort as children play and work at centers and on the playground.

Field Trips

Transportation for field trips is provided by parent volunteers. Parents must follow all state rules and regulation for transporting children. All drivers must fill out the Protecting Youth guideline forms from the office.

Conferences

A conference involving the teacher and parent of a preschooler will be held at least twice a year. Parents will be notified in advance of the scheduled parent/teacher conferences. Individual conferences will be scheduled as needed throughout the year.

Communication

Please check your child's book bag on a daily basis for important information such as newsletters, calendar events, permission slips etc. Parents can also check their child's class webpage for current information.

Parental Participation

Parents are welcome to observe or join our class. We believe that parents are one of the most important factors in the success of a preschool program. We want to invite our parents to take an active role by participating in the classroom as often as their schedule allows. If you have a musical background, play an instrument, speak another language, have a skill or talent, please share with us. Parents are required to always report to the office and sign an annual Non-Conviction form prior to entering the classroom.

Snacks

We ask that parents provide nutritious snacks in bulk for the class. We will store the snacks and use them as needed. The school will provide milk for the children. Snack ideas include: Cheerios, Rice Crispy treats, Fig Newtons, Veggie Straws, Cheese Ritz Bits, Graham crackers, Goldfish crackers, pretzels and fresh fruit and vegetables.

St. Patrick Catholic Preschool Behavior Management/Discipline Policy

(From Preschool Program Licensing Rules Chapter 3301-37 of the Administrative code Effective July 1, 2009 Ohio Department of Education)

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

B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

C. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

D. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

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 short period of time, such as in a protective hug, so the child may regain 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 cubicle.
5. No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's 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 food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental 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.

E. The parent of a child enrolled in a center shall receive the center's written discipline policy.

F. All preschool staff members shall receive a copy of the center's discipline policy upon employment.

Birthdays and Parties

If you are planning a party at home, invitations should not be passed out at school unless everyone in the class is invited. If you would like to bring in a treat into school to celebrate, please let the teacher know ahead of time so the teacher is prepared. **We have a NUT-FREE CLASSROOM.** Please contact the teacher before you plan a treat. We cannot have any food that has nuts, in it, or a part of it.

Important Practices

Hand washing remains the single most effective measure to prevent the spread of disease. Therefore, all children, all staff and volunteers who will be working with the children must practice thorough hand washing, especially upon entering the room, after toileting, after wiping noses, and before handling or eating food.

Toys from Home

We ask that you not let your child bring toys from home unless you have discussed it with the teacher first or unless it is a share day.

Extra Clothing

Please provide the school with an extra set of clothing. Please label and put the clothing in a large Ziploc bag. This would include socks, underwear, pants, shorts, top, and shirt. It is common for an accident to happen. Your child must be toilet trained, no Pull-up.