

ST PAUL SCHOOL MISSION STATEMENT

Saint Paul School is a PreK-6 Roman Catholic school in the Diocese of Youngstown. Acknowledging the parents/guardians role as primary educators of their children, Saint Paul School's mission is to educate the mind, body, and spirit of each child. By proclaiming gospel values, building faith communities, and performing service to others, Saint Paul School is committed to promoting and continuing the Catholic faith tradition.

Diocese of Youngstown PHILOSOPHY

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know

influences classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

Diocese of Youngstown GOALS AND OBJECTIVES

1. To develop an awareness of God’s love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.

3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child's ability to get along with others, to respect property, and to understand the importance of rules for work and play.
8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.
9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God's creations.
10. To increase independence and self-confidence in the child's ability to make sense of the surrounding world.
11. To provide meaningful play experiences to develop positive social, emotional, and language skills.

12. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.

13. To encourage creativity and self-expression through various media and materials.

14. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

PHILOSOPHY OF DISCIPLINE

The preschool philosophy of discipline conforms to Christian principles and to the Ohio Department of Education Rules for Preschool Programs A complete copy of 3301-37-10 on Behavior Management and Discipline 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 a 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 similar cubicle.

5. No child shall be subjected to profane language, threats, 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 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 sign and hearing of our staff member in a safe, lighted and well-ventilated space.

10. Our staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in our program.

ANTI-BULLYING POLICY

Staff, parents, and children will be aware that no form of bullying is acceptable. The elements of bullying are: 1.) intentional, aggressive behavior, 2.) exhibited pattern over time on the part of one or more persons, and 3.) an imbalance of power. We will address the behavior with the child immediately in a positive and calm manner. If the inappropriate behavior continues after the teacher or assistant talks with the child, the principal or director will speak with the child. If necessary, the parents may need to become involved.

It should be noted that, while not all unkind behavior rises to the level of bullying, it will be addressed. We will provide an enabling and proactive environment in order to minimize

opportunities for bullying. Children at the preschool level need to be taught social skills, respect, and kind words and actions.

BEHAVIOR MANAGEMENT/ DISCIPLINE

(From ODE Rules for Preschool Programs)

(A) A preschool staff member in charge of a child or 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 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 other means than holding a child

for a short period of time, such as 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 similar cubicle.
 - (5) No child shall be subjected to profane language, threats, 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 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 when 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 for review upon employment.

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Developmentally Appropriate Preschool Curriculum and Activities

Young children develop in a predictable sequence; however, each child develops at his/ her own rate. Early childhood instruction must be both age appropriate and individual appropriate. Age appropriate instruction meets the needs of a particular age span. Individual appropriate instruction focuses on the unique abilities and characteristics of a child or group of children. Developmentally appropriate experiences, interactions, and environment are designed to support the growth and development of children.

The Diocese of Youngstown Preschool Curriculum supports the development of the whole child: spiritual, cognitive, emotional, social, and physical. The Ohio Early Learning and Development Standards establish a framework for instruction that meets the needs of all young children. In developing our preschool curriculum, we pay close attention to:

- Children's existing knowledge, skills, and interests
- Relationships and connections between areas of development and learning
- Children's unique learning profiles and patterns of development
- Application of skills to real life situations
- What we know about how children learn
- Designing experiences for children which provide opportunities for depth and understanding in their explorations
- The innate passion that children have for exploring the world.

Spiritual

Catholic prayer, traditions, and values are integrated into the daily life of the preschool classroom. Stories of God's love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

Physical

Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing, and play dough.

Social and Emotional

Social skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeates the interactions in the classroom.

Cognitive

The cognitive skills that are stressed in the preschool program include science and math, reading and literacy, social studies, music, and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the preschool classroom's day is designed to meet the *Early Learning and Development Standards*:

- Daily routines

- Investigations/units of study that are designed intentionally from student interest as well as skill and concept development
- Learning centers where the children may move about freely and at their own pace to explore and experiment.
- Large and small group experiences including puzzles, games, finger-plays, songs, stories, poems, circle time and discussions.

Diocese of Youngstown PRESCHOOL CURRICULUM

The Diocese of Youngstown Preschool Curriculum utilizes the ACCESS Curriculum Framework developed at the University of Dayton Bombeck Center by Shauna M. Adams, ED-D, Joy Comingore, MA, Joni L. Baldwin, ED-D, and Mary Kay Kelly, PH-D. (Innovative Educational Solutions, LLC. Copyright 2009) and is aligned with the Ohio Early Learning Standards. It is flexible and emerges from children's interests, ideas, thoughts, and observations. It is implemented in the context of a rich learning environment which facilitates hands-on experiences. It is a STREAM-based curriculum that emphasizes Science, Technology, Religion, Engineering, Arts, and Math in addition to providing the strong literacy foundation needed for success.

The curriculum:

- Is open-ended to promote creativity and motivation.
- Pays attention to children's existing knowledge and skills; then builds on the prior knowledge to expand skills.
- Acknowledges children's unique learning profiles and patterns of development.
- Applies skills to real life applications.

- Based on research on how children learn and developmentally appropriate practices.
- Integrates experiences for children which provide opportunities for depth and understanding in explorations.
- Based on the innate passion children have in exploring their world.
- Is inquiry-based.
- Uses the power of play.

The ACCESS Curriculum Framework stands for:

[Assessment-supported](#)
[Child](#)
[Centered](#)
 Emergent
[Science Emphasis](#)
[Standards Integrated](#)

The ACCESS Curriculum Framework is an intentional, integrated and inquiry based curriculum that embraces children as capable thinkers who have important questions to be answered.

ASSESSMENT OF STUDENT LEARNING

Children at the Center are evaluated informally and formally in the classroom, where the child feels comfortable, by familiar adults on a consistent and ongoing basis. Assessment results are used by teachers for curriculum planning.

Information is shared with parents through conferences and/or written reports.

Confidentiality: The faculty and staff follow ethical standards for maintaining confidentiality of assessments. Parents may ask to view any assessment information at any time. Assessments and behavioral observations are kept in confidential files within the classroom. They are used to help teachers plan both individual and whole-class activities. Portfolios are openly displayed for parents and children to view, as no confidential information is included in them.

Child-Find: If a parent or teacher suspects that a child may need intervention, the public district can be contacted to provide a more detailed assessment. The parent may contact the teacher to discuss concerns and to find out the procedure to pursue an evaluation

CONFERENCES/ CHILD PROGRESS REPORTS

Formal conferences are held twice each year. Parents are encouraged to contact the preschool teacher at any time with comments, questions or concerns. A written evaluation report will be given to parents twice a year.

SCHEDULE

8:15-8:25	Arrival
8:25-8:35	Skill bags
8:35-9:10	Open centers
9:10-9:20	Clean-up
9:20-9:30	Circle time
9:30-9:40	Restroom/wash hands
9:40-10:00	Snack
10-10:25	Open centers/ teacher directed activities
10:25-10:30	Get ready to go outside or set up large motor play
10:30-11	Outside or large motor

11:11:15 Coming in and goodbye song and prayer
 11:15-11:35 Open centers/ teacher directed.
 11:35-11:45 wash hands/ bathroom
 11:45-12:15 Lunch
 12:15-12:50 Open centers/Small groups activities
 12:50-1:00 Clean up
 1:00-1:15 Review the morning and dismissal
 1:15-1:30 Dismal/ Set up for nap and bathroom
 1;30-2Centers
 2-2:30 Nap
 2:30-2:45 clean up nap
 2:45-3:00 Snack/ checking cubby and packing up bag
 3:00-3:15 Circle time- closing of the day/ ready to leave for the day

STAFF

All preschool employees are certified according to the Ohio Department of Education rules for Preschool and meet the state requirements for persons working with young children. Staff members have certification in first-aid, CPR, recognition of child abuse recognition, and communicable diseases and also continually improve their classroom practice through the attendance at educational programs that enhance their knowledge of working with young children.

POLICIES AND PROCEDURES

ENTRANCE REQUIREMENTS

1. All children enrolled in the preschool program must fill out a registration form. The preschool does not discriminate enrollment of children upon basis of race, color, religion, sex or national origin.
2. All children must be fully toilet trained to enroll.
3. The following forms must be on file before the child starts preschool program:

- Emergency Medical Form
- Ohio Health History
- Records of vaccinations
- Authorization Form
- Court custody papers
- Parent/Guardian Handbook Agreement

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STUDENT NON-DISCRIMINATION POLICY

A school administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a school administered by the Diocese of Youngstown shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

FAMILY/CUSTODIAL SITUATIONS

St. Paul School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural

parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal subject to review by the School's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

WITHDRAWAL PROCEDURE

When withdrawing a preschool student from the preschool, parents must notify the preschool office, preferably in writing/email. If in the event that you are leaving because you are unhappy with the program, please let us now why so we may better the program.

CLASS SIZE

Appropriate ratios are kept according to the Ohio Department of education. The appropriate ratio varies with the age of the children enrolled. The ratios for the center are as follows:

Preschool-three years

1 to 12 or 2 to 24

Preschool-four to five 1 to 14 or 2 to 24

CALENDAR/ CLASS DAYS

The preschool program runs Monday thru Friday 8:15-3:15.

- o Monday, Wednesday, Friday 8:15-11:15
- o Tuesday and Thursday 8:15-3:15.
- o The transitional kindergarten class runs Monday through Friday 8:15-3:15, with the option of a 1:15 dismissal .
- o On the days that St. Paul School is scheduled for a two -hour delay there will be no a.m. preschool.

INCLEMENT WEATHER/SCHOOL CLOSING

St. Paul School must close when Salem City Schools are closed or “All Public and Private Schools in Columbiana County”. If a weather-related two - hour delay is decided upon by Salem City Schools, St. Paul School will follow the same schedule. There will be no a.m. preschool if there is a two - hour delay.

EMERGENCY SCHOOL CLOSINGS

St. Paul preschool has established procedures for all emergencies, including fire, weather, building and medical. Evacuation routes and procedures are posted in each classroom. Emergency drills are practiced on a regular basis. Smoke detectors and fire extinguishers are routinely checked.

Please do not call during an emergency evacuation. The staff will be busy quickly, calmly, and efficiently escorting the

children to designated shelters or safe areas.

Staff members are certified in CPR and first-aid. In the event of a medical emergency a staff member will make every effort to first notify parents before transporting a child in an ambulance. Your signature on the child information form gives St. Paul staff permission to administer first aid or obtain emergency medical treatment.

If emergency closing arises during the day, office personal will handle procedures of handling communication with parents by using the emergency forms completed by each family at the beginning of the school year.

If evacuation of the building is necessary, then the rapid dismissal procedure will be followed.

SCHOOL CLOTHING

Parents are advised to dress your child in appropriate, play clothing. Please refrain from sending your child in “good” clothes, as they may become stained or damaged. Clothing should allow for active participation in class activities.

Tennis shoes are the recommended footwear for our program as they provide maximum safety for running, jumping, and walking. Shoes should stay securely on the child’s feet. Please refrain from sending your child in sandals, flip flops, crocs, shoes with high heels, cowboy boots, or other fad shoes.

Children are taken outside daily and should be dressed accordingly. Fall and spring require light jackets, hats, and rain gear. Winter gear includes heavy jackets, boots, gloves, and hats.

Parents should send in a complete change of clothes to be

kept in the classroom. The clothes should be brought in a Ziploc bag with your child's name clearly labeled. These clothing items will be used in case the child needs dry clothes. Soiled clothing will be sent home and, a new clean set should be brought back the next day. Please remember to change the bag of clothes as the seasons change or as your child outgrows the current size he or she is wearing.

Please label all clothing items including outdoor wear. Inappropriate attire will be addressed on an individual basis.

ARRIVAL AND DISMISSAL

Children are to be in the cafeteria with their parents at their assigned tables and wait for their teacher to come get them at 8:15. An adult will be present daily for supervision to and from the preschool classroom. Pick up will be at the back of the building. If your child is going to be picked up by someone other than you, they must be authorized. Pick-Up Form and must be prepared to show a picture identification card. No one may have access to any child without written permission of the custodial parent. If it is necessary for someone to pick up your child that is not on the authorized Pick-Up form, please send in a note to the teacher.

We are proud of the fact that we do run a structured preschool program. In order to do so, we need to begin our activities on time. Please have your child at school before the start of class. Specific program times will be provided at the Preschool Orientation. Please pick up your child on time. He or she will worry if you are late.

TUITION AND FEES

Parents have three options for paying tuition. Tuition for nine months can be paid in full before the school year begins;

arrange direct withdraw through FACTS from a personal checking account; or paid on a monthly basis from September to May. Payments are to be made during the first week of each month.

Money is not Refundable for Daily Absence or Emergency Days

SAFETY POLICY

The staff works to maintain a safe environment for all children. Children are supervised at all times. Children are never left alone. Teachers are always within sight and sound of children. At least one teacher is present in each classroom when children arrive and depart. A phone is located in each room allowing teachers immediate access to call for help in case of emergencies. Parents must bring their children into the cafeteria in the morning.

For scheduled field trips, parents are required to bring in a car seat for their child. A staff member trained in first aid and CPR is present on the field trip. first aid kits and emergency numbers are also taken on the field trip and located with a teacher.

A checklist containing the names of the children, the departure time from the Center, arrival time at destination, and time of arrival back at the Center, will be noted along with a counting of the number of children at each of those times.

Abuse or neglect to the proper authorities. (ORC Section 2151.421) Staff members attend training at least every three years.

Children are not permitted to run in the preschool or to climb on furniture or shelves. Any toys that are damaged or have sharp edges are discarded immediately.

Parents are asked to call the school office to report their child's absence.

Children will be released only to the parent/guardian and people listed on the emergency authorization of student release form. Proper I.D. may be required.

Up-to-date custody information MUST be on file in the school office (see parental rights section) in addition to all other forms designated by the school..

The procedures for the use of pesticides in schools determined by the Ohio Department of Agriculture and state law (ORC 901:5-11-15) are followed and parents will be notified accordingly.

Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. The Sheriff must provide in writing certain information to a variety of entities including child care providers. These will be made available to staff and to any parent who requests that information.

CRISIS PLAN PROCEDURES FOR PARENTS

Our crisis plan is on file in the office. It has been approved by local police and fire departments and Homeland Security.

HEALTH

Your child's health is a matter of major importance to all of us. Upon enrollment, a parent or guardian must file with the school a health form signed by a physician and provide the school information on all pertinent allergy and medical conditions. We require that the child have the standard immunizations.

Your Child Should Not Attend Preschool If:

- He/she has vomited or had diarrhea (more than one abnormally loose stool) in the past 12-24 hours
- He/she has a fever or has had one during the past 24 hour period
- He/she has a heavy nasal discharge or conjunctivitis

- He/she has a constant or severe cough
- He/she has symptoms of a possible communicable disease.

Staff members are trained to recognize the common signs of communicable disease. This training is updated at least every three years. The staff attends in-service training on proper hand washing and disinfection procedures.

Symptoms of possible communicable disease that will require the child to be sent home could include:

- diarrhea
- 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
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated, infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, rabies, or other parasitic infestation
- Unusual spots and rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Abdominal pain

Your child may return to preschool according to the Preschool Communicable Disease Chart posted in the room. Generally this means the child has been treated with medication or been symptom-free for 48 hours before returning to preschool. If a

child has had lice, scabies or other parasitic infestation, a child may return to school after treatment. In the case of lice, daily checks will be conducted in a room where lice has been found.

Please notify the school at once if the child does have a communicable disease, or if a member of your family has one. Parents of children exposed will be notified through a written notice describing the symptoms for which to watch.

Anyone who comes to take a sick or injured child home must report to the school office to sign the child out. If this person is not on the child's release form, parents' are required to call the school before the child may be released. Names of these persons will be on file in the school office and the preschool room.

A mildly ill child with minor common cold symptoms without any of the above symptoms may participate in school. Parents and teachers will work together to help children learn basic sanitation rules such as how to blow noses and cough in public. Proper handwashing procedures will be taught.

MEDICATION

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

- Medication must be in its original container and administered in accordance with instructions provided by the physician's orders/prescription label.
- The physician must sign a form granting the school permission to administer prescription medication.
 - Forms will be supplied by the school
 - The medication and signed permission forms shall all be brought to the school office by the parent.

- The physician's signature must be on the original medication permission.
- Bring medication to and from school.
 - The **parent** assumes the responsibility of getting medication (prescription or nonprescription) to school and furnishing the school with adequate supply of medication. At no time shall a student of any age be permitted to carry medication.
 - At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
 - Nonprescription modification should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
 - The parent is responsible for notifying the school, in writing, if there is to be any change in the administration of medication is to be terminated.

○ HEALTH SCREENING AND REFERRAL POLICY

A Child Medical Statement signed by the Physician is required of all children initially enrolled in the Preschool Programs and annually after that. Screening information is required on that form.

Upon review of the completed physical form, if the physician does not complete a screening, information regarding the importance of health screenings is given to parents along with health department contact information. A note will be attached to the physical form indicating the date this

information has been reviewed with and distributed to the parents.

If a family is on Medicaid, information regarding Healthchek can be found at <https://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek> The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment is covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: medical history, complete unclothed exam (with parent permission), developmental screening (to assess if the child's physical and mental abilities are age-appropriate, vision screening, dental screening, hearing screening, immunization assessment (making sure child receives them on time, lead screening, and other services and screenings as needed. The contact for the county coordinator is

If a preschool teacher observes signs that a health screening may be in order, this will be documented on the health form and communicated to the parents.

If the Center chooses to offer health screenings onsite, parents are to be notified ahead of time and a permission slip for such screenings signed by a guardian.

PRESCHOOL ALLERGY POLICY

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, students, parents, and physician work together to minimize risks and provide a safe educational environment for food-allergic students.

We ask that there are no homemade snacks and no snacks that contains peanuts.

STUDENTS WHO STAY ALL DAY

Nutritional Lunches

Parents who choose to send a packed lunch for their child will need to follow the nutritional guidelines as established by the state of Ohio licensing regulations. All food from home must be labeled and dated with the child's name. For families that pack their child's lunch but forget to bring the child's lunch, they will be charged a meal fee for their child. The child's meal must consist of at least one nutritional food from each of the food groups and snacks must contain two.

Naptime Procedures

Each child that is enrolled for the whole - day program will be assigned a nap mat. The parents are encouraged to bring in a light blanket that will be sent home each week. Every child will be given the opportunity to rest for half an hour each day.

COMMUNICATION WITH PARENTS

Monthly newsletters will be emailed to parents. Parents are welcomed to email the teacher with any questions they may have. Please remember to drop off and pick up aren't a good time to discuss concerns with teachers. There will be two scheduled conferences throughout the school year. A meeting can always be scheduled if you have questions or concerns.

Concerns or Problems

If a parent has a special concern or feels that the program and/or its staff should take a course of action, the proper steps should be followed for a quick resolution:

First, speak with the teacher. Most problems can be solved efficiently at this level. If you feel the matter needs further attention, contact the principal.

PARENT PARTICIPATION

Parents are always welcomed in our classrooms. All parents volunteers must be in compliance with the diocesan child abuse policy. This includes attending a child abuse in service, reading a child abuse handbook, and passing a Bureau of Criminal Investigation (BCI) fingerprint check. An in-service is provided at various sites in the diocese, for your convenience.

Throughout the year we will request parent helpers for holiday parts and field trips.

FAMILY ENGAGEMENT

Our families are very important to us. Throughout the year, the center will offer opportunities for families to participate in programs together.

Here are just a few examples ,

- ❖ Dad's Pumpkin Palazzo
- ❖ Mommy and Me paint
- ❖ Field trips
- ❖ Fundraisers

COMMUNITY PARTNERSHIPS

It is important to be connected to the wider community for the resources it provides to families. Watch for opportunities and connections in our newsletters. We will be taking a field trip in the fall and we will be inviting community members' into our classroom.

The Preschool Program provides activities to support students as they move from one level of the program to the next.

In addition, the transition to kindergarten is discussed at the spring parent conference, and parents have the opportunity to

sign for the release of a transition form to present to the school where the child will attend kindergarten if desired to assist the kindergarten in planning for your child. By the Ohio Administrative Code, a child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. The only criterion for entrance into kindergarten is age eligibility. Parents may discuss any readiness concerns with the preschool teacher.

PARENTAL RIGHTS

Any parent of a child enrolled in the preschool program at St. Paul may visit the school at any time during its hours of operation to contact his/her child or to evaluate the care provided or to inspect the facilities of the program. We ask that everyone enters through the front entrance and wait to be buzzed in. Then we ask that you sign in and out of the building. (Add center procedures- sign-in, sign-out, etc.)

In case of a separation or a divorce, the custodial parent should inform the school in writing, concerning the status of the custody. Unless a court order is in effect prohibiting contact with the non-custodial parent, the school may provide the non-custodial parent with access to academic records and other school related information regarding the child.

Rosters of names and telephone numbers of parents, custodians, or guardians of children attending preschool are available upon request. Parents have a right to be excluded from this list. These rosters are available only to school staff and parents.

Parental concerns regarding the school should be addressed to the teacher and/or the school principal. In nearly

100% of the time concerns can be handled quickly and satisfactorily by the people closest to the program.

Inspection records by the education, health and fire departments are on file and are available to parents who wish to review them. This can be found posted by the doors in the classroom. The state toll free number is 1-877-644-6338. The address is: Ohio Department of Education, Office of Early Childhood Education, Mail Spot 305, Columbus, OH 43215-4183.

CHANGES IN PROGRAM OR HANDBOOK

Early childhood education is a rapidly developing field of study. As new guidelines are published by the State Department of Education and the Diocese of Youngstown, changes will be made in the program to better meet the needs of the students. The school reserves the right to make changes as deemed necessary, both in the operation of the program and in the material contained in the handbook. In the event of any changes, the parents will be informed in a newsletter or special communication. Parents will be asked to indicate on a form provided by the school office that they have received and read the preschool handbook.

VALUES OF PLAY

1. Play aids growth.
2. Play is a voluntary activity.
3. Play offers a child freedom of action.
4. Play provides an imaginary world a child can master.
5. Play has elements of adventure in it.
6. Play has a unique power for building interpersonal relationships.
7. Play provides a place for language building.
8. Play offers opportunities for mastery of the physical self.
9. Play furthers interest and concentration.

10. Play is the way children investigate the material world.
11. Play is a way of learning adult roles.
12. Play is always a dynamic way of learning.
13. Play refines a child's judgments.
14. Play can be academically structured.
15. Play is vitalizing.
16. Play is essential to the survival of humans

Name of PreSchool

COVID-19 Supplement to the Family Handbook

Our mission as a Catholic preschool remains the same during this time of the pandemic. Our commitment to supporting the development of our youngest students spiritually, cognitively, socially, emotionally, and physically remains. While the mission is the same, some of the ways in which we carry out this mission may need to be altered out of respect for the good of all.

This supplement is intended to address policies and procedures that may be necessary due to COVID-19. Because COVID-19 is an ever-evolving situation, policies may be amended throughout the year. The school will inform you of all needed amendments.

The welfare and health of the students and staff is our highest priority. As a result, in accordance with directions issued by the Governor's Office and the Ohio Department Early Learning Department, all families will be expected to comply with the

following policies and instructions, the purpose of which is to reduce risk of exposure to COVID-19 and to help prevent its spread. Our goal is to keep our preschools open for instruction.

Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is expected of you and that you understand and assume the risks related to COVID-19 and returning to school.

Daily Health Checks at Home

Prior to coming to school each and every day, parents or guardians shall conduct a health check of their child to assess if the child is experiencing symptoms of COVID-19. The daily health check should include the following:

1. Taking the child's temperature.
2. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
 - Fever over 100 Degrees F
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of smell or taste
 - Congestion or runny nose
 - Nausea or vomiting

- Diarrhea

For up-to date information about COVID-19 symptoms and for an interactive symptom checker/ self-assessment tool, parents and guardians should visit the website of the Center for Disease Control (CDC) at

<https://www.cdc.gov/coronavirus/2019-ncov/index.html> If

the child has a fever greater than 100 Degrees F or is experiencing any of the symptoms listed above (or as updated by the CDC) the child must stay home from school and the parent must notify the school.

Temperature Checks at School

Temperatures will be taken at the door. Students displaying COVID symptoms or with a fever over 100 will be sent home and must be picked up within 30 minutes of the call.

Students who have a fever greater than 100 Degrees F or who have other symptoms may not remain at school. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for students until they go home. Parents are asked to make arrangements for pick-up as timely as possible.

Students Who Become Sick at School

A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or

sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.

Student Illness

The school is aware that there are many reasons a child may become ill. Regardless of the illness, a parent should keep the child home until the illness's symptoms have disappeared for at least 24 hours. If a child has a fever, he or she must be fever-free without the use of fever reducing medication for 24 hours. A parent or guardian is required to call the student off from school each day he or she is ill, and a note describing the reason for the absence from school must be sent.

Exposure to COVID-19

The accepted definition of exposure is having been within six (6) feet for more than 15 minutes with someone who has tested positive for COVID-19 (per CDC Guidance).

In all cases of exposure to the virus, the administrator will follow the direction and advice of the local health department.

If a member of a child's household (who is not the child) tests positive for COVID-19, please immediately contact the school office. You will be asked to keep your child home for 14 days or whatever is directed by the local health department. If a family member recovers from COVID-19 (through meeting the

criteria above) AND your child shows no symptoms for the designated period, the child may return.

Testing Positive for COVID-19

If a student or staff member tests positive for COVID-19, the person must isolate and not return to school until he or she has met the CDC's criteria to discontinue home isolation and followed the protocols set by the local health department.

This may include:

1. Three or more days without a high fever; AND
2. A reduction of other COVID symptoms by at least 75%; AND
3. At least 14 days, or the number designated by the health department, have passed since the symptoms first appeared.

A doctor's note may be required. NOTE: As more is learned about the disease this could be amended.

When a member of the school community tests positive for COVID-19, the administrator or designee will make contact with the person or parent of the child to get the details of the situation. The administrator will consult with the local health department regarding the circumstances, and the procedures required by the health department for any student or staff member who has been exposed will be communicated to those families. All school families will receive email updates to keep them informed of COVID-19-related information.

Out of Town Travel

While it is recommended that travel be limited during the pandemic, if it is necessary for your family to travel, please consult the CDC's Travel Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) If you are traveling to an area that is having a surge, please report this to the school and plan to quarantine for 14 days upon your return. If you are traveling from a state officially designated by the Governor, your child must quarantine for 14 days before returning to school. If the state goes off the list before you return from that state, you must quarantine at least 14 days from the day the state came off of the list.

Hand Washing Students and staff wash their hands upon entering and exiting a classroom.

- Students will be expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, before and after centers, after returning from outside, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school will be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom.
- Any adult entering a preschool room will be required to wash his or her hands and wear a mask.
- Parents and guardians should discuss handwashing with their child. For instructions and information

about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

- **HAND WASHING:** Students will be washing hands at regular intervals between classes and activities. Hands-free faucet adapters and paper towel dispensers have been installed.
- **HAND SANITIZING:** Hands-free sanitizing stations have been installed throughout the building and more are expected. Students will be encouraged to use these throughout the day.

Social Distancing

Students must practice social distancing whenever possible.

Social distancing means:

- In working with young children, maintaining a 3-6 foot social distance is developmentally impossible. However, the center is taking precautions to provide barriers as well as other steps.
- Students must maintain social distancing of 6'. Classrooms and furnishings have been moved to facilitate this.
- **NO SHARED SUPPLIES:** Students should not share supplies. Shared equipment will be sanitized between uses. Students will not move to other classrooms, teachers will switch to bring instruction to their desks. They will be issued a tote for hygienic storage of their own belongings.

Face Masks and Coverings All staff will wear face masks at all times.

- At times when it is necessary for children to see a teacher's lips during instruction, a face shield may be worn.
- All students and staff are required to wear a mask at school. Mask breaks will be offered. Students should pack at least one spare mask per day; please send the spare mask in a bag for hygiene. Masks must be cleaned daily.
- PLEASE COMMUNICATE: We care about you and your child. Please keep in close contact with the school regarding any questions or issues. We will be emailing, posting to the SPS Parent Facebook page, SeeSaw, and calling, as well as posting to FACTS. If you need anything call 330-337-3451 or email us at stpaulelemsalem@youngstowndiocese.org
- NO VISITORS: At this time, visitors will not be allowed in the building. Please contact the office for assistance by calling or ringing the bell at the front door. However, visitors for classrooms or lunch are prohibited.
- ITEMS FROM HOME: At this time no extra personal items from home should be sent to school. This includes playground balls, toys, or books. If your child wants to show classmates something from home (ie; show-and-tell), please consider making a video to email to the teacher

- OUTDOOR LEARNING: The school has identified outdoor learning spaces and received donations/aid to purchase items to spend more time learning outdoors, weather permitting. Please be sure to include a jacket or sweater for your child on cool days.
- SNACKS: Your student may bring a personal snack to eat, but for special occasions the only snacks allowed for sharing/distribution will be commercially-made, individually pre-packaged foods.
- LUNCH: Lunch will be held in the cafeteria and offered according to strict guidelines. Hot lunch will be available but must be ordered in advance on FACTS and may be paid for by Venmo. Do not send cash, please. We recommend that students who pack lunch use disposable bags/sacks or that lunchboxes for packers be sanitized daily.
- ARRIVAL & DISMISSAL: Will be at multiple points. Students must be dropped off between 9:00-9:15 at their assigned door. Parents will NOT be allowed in. Students must go directly to their classroom. Dismissal will be by walker, bus, or car rider line only. Parents and family members must remain in vehicles at all times. Those entering off Ohio must turn right at Parish House and pick up from the side door. They must turn right leaving our drive. Those entering off Pershing must pull forward to cones. After loading, cars must turn right onto Pershing. A visitor tag for each car-rider family will be issued for display. If students carpool together, the

child whose family is driving will be the door used.
Please notify the school as usual.

Transition to Remote Learning

If we have to go remote learning the children will be offered a circle time every day. They will also be given an activity to help them work on the early learning standards.

Tuition Policy

Our family understands that our relationship with St. Paul School is contractual and contingent upon our cooperation with the philosophy, policies, and procedures of the school. I have received a copy of the Family Handbook that contains the school's policies, and adherence to them is a condition for admission and continued enrollment by the student. I understand that this agreement is for the 2020-2021 school year and continued attendance at St. Paul will be determined annually.

It is understood that a parent's obligation to pay the charges for tuition, student fee, and other school fees for the full academic year is unconditional and that no portion of such charges so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal of the student from St. Paul School. It is understood that enrollment may be canceled in writing, without penalty (except the registration fee) prior to August 1st. If the full tuition, student fee, and any other fee incurred for services for

the full academic year. In extreme circumstances, the school may, in its sole discretion, adjust/prorate the parent's or guardian's liability for tuition and fees for the full academic year.

COVID-19 Acknowledgement of Risks & Alternate Educational Instruction Option

We, the parent(s) and student who are signing this student _____ handbook _____ for _____ ("PreSchool"), acknowledge and agree that, as a student at the School and as parent(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 without limitation 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.

By signing this School Handbook, 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 knowingly and voluntarily 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 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) and student 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.

**St. Paul PreSchool
Student Handbook Agreement**

The undersigned student and parent(s) do hereby acknowledge and agree as follows: (1) that they have been provided with a copy of the _____ PreSchool Student Handbook (“Handbook”) and the COVID-19 supplement to the Handbook and related documents (collectively “Supplement”), (2) that they have reviewed the Handbook and the Supplement, (3) that the terms, policies, and procedures contained in the Handbook and the Supplement are incorporated into this Agreement as if fully rewritten herein, (4) that _____ PreSchool has the right in the future to amend the terms, policies, and procedures contained in the Handbook and the Supplement, and (5) that the student and parent(s) do hereby agree to

comply with and be bound by the terms, policies, and procedures contained in the Handbook and the Supplement as they are currently written and as they may be amended in the future.

Parent/Guardian Name: _____ Date:

(print name)

Parent/Guardian Signature:

Parent/Guardian Name: _____ Date:

(print name)

Parent/Guardian Signature:

Name of Preschool Student(s):
