

# Preschool Parent Handbook

2018-19



109 North Main Street PO Box 48 Glandorf, Ohio 45848

419-538-6264

stjohnspreschool@bright.net

Fr. Tony Fortman  
Parish Priest

Mrs. Lori Rump  
Administrator and Teacher

Mrs. Jackie Boo, Mrs. Kim Schroeder, Mrs. Theresa Macke  
Teachers

Mrs. Sonia Siefker, Mrs. Karrie Miller  
Preschool Aides

This written information is to be given to all parents, guardians, and employees.

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## DIOCESE OF TOLEDO CATHOLIC SCHOOLS CREDO

As Catholic School Educators,  
We believe our Catholic School is not only a school,  
But a community of Faith;  
We believe those entrusted to us are not only students,  
But children of God;  
We believe we are not only educators,  
But Ministers of the Gospel;  
We believe the values we teach are not only character development,  
But a call to Holiness;  
We believe our courses of study are not only academic pursuits,  
But a search for Truth;  
We believe the purpose of education is not only for personal gain and the development  
of society,  
But for the Transformation of the world.

*Like a Shepherd... He gathers the lambs in His arm  
And carries them close to His heart." ~ Isaiah 40:11*

## OUR MISSION STATEMENT

Our mission at St. John the Baptist Catholic Preschool is to provide a quality child centered education based on the values put forth by the Gospel and established by the Catholic tradition in this community over 175 years ago.

Through Baptism, the seeds of the Catholic faith have been planted in your little ones. Let us continue this journey together nurturing each part of your child...mind, body and spirit, and watch them grow in the love and grace of the Lord.

## OUR GOAL

By providing a caring, nurturing environment, we seek to develop in children a love of God, a sense of spirituality, an appreciation for their community, and a continuing respect for themselves and others. Young children have the opportunity to explore, create and learn through play and structured activities for active learners.

Parents and families are involved in the learning process, empowered to be their child's primary educator through life...in school, in the world, and in faith.

Individuals on our child care staff meet the requirements of the Ohio Department of Job and Family Services, and they are also encouraged to seek faith formation opportunities

to strengthen their personal spiritual development.

At St. John the Baptist Catholic Preschool, we will help the children make choices that will strengthen the roots of their faith, while incorporating Kindergarten readiness activities into the uniquely Catholic environment.

*"Teach a child to choose the right path and when he is older he will remain upon it." ~ Proverbs 22:6*

## CATHOLIC ENVIRONMENT

In our unique environment, we incorporate Catholic values, traditions, prayers, and Bible stories throughout each day. We have access to St. John the Baptist Catholic Church and other areas of the parish property. We also visit our Atrium/ Faith Learning Room for lessons to deepen our Catholic faith.

## LICENSING

St. John's Catholic Preschool is licensed through the Ohio Department of Job & Family Services. At the end of the handbook you will find an attachment about licensing and other valuable information from ODJFS. This information is also posted in the preschool hallway. A copy of the rules for child care centers is also available at the preschool or on the ODJFS website. If a licensing violation is suspected, the Ohio Job and Family Services can be contacted at 1-877-302-2347.

## PRESCHOOL STAFF

Mrs. Jackie Boo, Preschool Teacher, has a Bachelor's Degree in Art, Minor in Psychology, from St. Joseph's College. She started with our preschool as a substitute in 2012 and became a classroom teacher in 2015. She and her husband Greg have 3 children, Laney, Deon and Jaylen.

Mrs. Theresa Macke, Preschool Teacher, has a Bachelor of Science in Nursing from Wright State University. She has been a CCD teacher for our parish. She and her husband Ben are the parents of Alex, Isaac, and Ella.

Mrs. Karrie Miller, Preschool Aide, has been a substitute with our preschool. She and her husband Al are the parents of Courtney, Megan, and Mason.

Mrs. Lori Rump, Preschool Administrator and Teacher, has an Associate's Degree from The Defiance College, and continued coursework in Early Childhood Education. She has taught at preschools in the area since 2005; she has been at our preschool since

2011. Mrs. Lori and her husband Jay, are co-owners of The Blanchard Woodshop, LLC. They have 5 children, Olivia, Cy, Isabel, Asher, and Juliet.

Mrs. Kim Schroeder, Preschool Teacher, has an Associate's Degree from Lima Technical College. She taught at a special needs preschool for 11 years and has taught at our preschool since 2013. She and her husband Joe have two children, Quinn and Reese.

Mrs. Sonia Siefker, Preschool Aide, has been with our program since 2011. She has worked at Veterinary Clinics for 20+ years. Mrs. Sonia and her husband Mike have 4 children, Lindsey, Jaron, Jesse and Kirsten.

## REGISTRATION PROCESS

Registration first priority will be given to all current student families (student and/ or siblings of current students) and Teachers/ Staff of St. John the Baptist Catholic Preschool. Current students will receive registration paperwork prior to the general release of registration forms. Current student families have the opportunity to re-register for the coming school year during a period of time preceding Registration Sessions.

Following current students, St. John the Baptist Catholic Church parishioners have priority over non-parishioners. The registration procedure will be a blind draw process, one session for parishioners and a second session for non-parishioners. Upon arrival at registration, each family registering a child will be given a number from a double numbered ticket; the second ticket will be placed into a jar. Numbers will be randomly drawn to determine who will be first, second, third, etc. to register their child. Anyone unable to attend the registration session may return their paperwork by mail or have another person submit their forms at registration; in that case, each registration form will receive a ticket and respective place in line. Families registering more than one child for the same household family need only one ticket for the family; both children in one family will register at the same time their ticket is drawn.

Once an individual's ticket number has been called, they will come forward with their paperwork and registration fee. They will state the day and time they wish their child(ren) to be enrolled and pay their fee. (No one will be considered registered until their fee has been paid; a spot will not be "held" at registration without payment of the \$40 fee.) Enrollment, medical forms, other forms and information will then be given to the person registering.

Registrations will be accepted throughout the start of the school year, as classroom availability exists. Parents may request that their child be placed on a wait list if the class group they prefer is filled. The Registration Fee will be held until the child is placed into a class.

## ENROLLMENT: REQUIRED FORMS/ CUSTODY PLANS

All children must be 3 years old by June 1 of the current year and completely potty trained to attend.

The student's enrollment and medical forms (including but not limited to the JFS 01305 Child Medical Statement, JFS 01234 Child Enrollment and Health Information, and if necessary the JFS 01236 Child Medical/ Physical Care Plan and JFS 10217 Request for Administration of Medication) must be completed and on file in order for the child to attend preschool classes. Upon initial registration, parents receive a packet of numerous forms to complete and return to the preschool office. All forms are due prior to the Open House in August; forms must be completed and returned to the preschool before the child's first day of attendance.

For students whose parents have a Shared Parenting and/ or Custody Plan and/ or Judgmentary Divorce paperwork, we must abide by rulings pertaining to that child. A copy of such paperwork is necessary to have in the child's school file. In order to protect and serve every child, we must have such paperwork readily available at the preschool.

It is unlawful for the center to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin.

## WITHDRAWN STUDENTS

Upon enrollment, St. John's Catholic Preschool expects your child to attend the entire school year. However, if your child will not complete the school year with our program:

\*Parents are requested to meet with the Preschool Administrator to discuss their intentions to withdraw the child from the program. Parents/ guardians need to complete a Request to Withdraw Student Form, stating reason for student withdraw from program, two weeks prior to the child's last day at preschool. A \$25 processing fee for withdrawing is due with this form. The Request Form is available from the Preschool Administrator.

\*Upon completion of the Request to Withdraw Student form, pre-paid tuition will be refunded. Amount refunded will have deductions for the current month tuition, any outstanding fees, and the \$25 processing fee for withdrawing, if not previously paid. Tuition reimbursement will be prorated. If the child's last day is between the 1<sup>st</sup> and 15<sup>th</sup>

of the month, half a month tuition will be reimbursed; if a child's last day attending is between the 15<sup>th</sup> and end of the month, there will be no tuition reimbursement for that month.

No withdraw requests or account credits will be processed after April 1. Tuition refunds will be paid within 90 days from receipt of the signed Request to Withdraw Student form.

Once a child is withdrawn, he/she may only re-enroll the following school year. If a child withdraws and a spot becomes available, the preschool will contact a family on the enrollment waiting list.

## OUR PROGRAM

St. John the Baptist Catholic offers a kindergarten readiness curriculum that is faith based, sharing the beliefs of the Catholic Church.

Young children at St. John the Baptist Catholic Preschool have the opportunity to explore, create and learn through play and structured activities, developmentally appropriate for active learners. Preschool teachers plan, create and implement lessons to meet the needs of the children. As an academic kindergarten readiness program, we offer various learning activities. Activities may include but are not limited to: circle time, singing, group learning, games, read-aloud literacy time, experiments, exploration of science and sensory, letters and writing, pre-reading, introduction to math, fine motor, faith learning in the Atrium, gross and fine motor. The children can demonstrate learning by watching, interacting and doing.

Classes are age group based (pre-kindergarten classes and young preschooler/ 3-4 years old classes) to differentiate learning opportunities for young children of similar ages.

Children in the Young Preschooler age group participate in developmental and interactive experience-based learning opportunities; they work in learning groups to read (listen to stories), play, and explore readiness learning skills. The teachers of 3-4 year old children encourage development of social skills, interacting with other children and adults in a learning environment. This age group will have opportunities to learn by interacting, exploring, doing and experiencing. Our Young Preschoolers receive an introduction to the school experience.

Children in the Pre-kindergarten age group are age eligible for kindergarten the following year, but they may attend 2 years of preschool in the pre-kindergarten group. These children begin the school year with developmental and interactive experience based learning opportunities. They review readiness skills and learn in groups for literacy (stories), play, and activities/ games to reinforce readiness concepts. Social interaction skills (with peers and adults) are encouraged. The second half of the school year, the children will experience more kindergarten preparation activities in addition to

the readiness, science/ social studies, and motor skills. Such activities may include pre-writing and early reading using the phonics sounds and identifying sight words, and continuing basic number sense and early math. Activity sheets (often with active learning) may be used to reinforce the current lessons. On Fridays, the students may use a faith based preschool mini-magazine to reinforce skills like pre-reading, early math, science and social studies concepts; if such a magazine is used, a small fee will be requested for students who receive the “Seeds” on Fridays.

The teachers assess and evaluate children for growth and development of learning and skills in various areas of each child’s development. Assessing children is often done through informal observation. Formal and diagnostic assessment tools are available to evaluate a child’s strengths and weaknesses, particularly a child’s social- emotional, cognitive, and physical development. Teachers evaluate each child’s learning and development for progress reports, sent home in November, February and May. St. John’s Catholic Preschool does not conduct formal assessments on enrolled children in order to report child level data or learning development to ODJFS or ODE or any other agency.

## HOMEWORK AND HOME LEARNING OPPORTUNITIES

We believe that children learn best by doing and exploring, mixing hand-on activities with academic content learning. We strongly encourage parents to do likewise at home. Preschoolers learn through fun and games! Our homework is meant to be an extension of the classroom learning, reinforcing a concept or theme from the school activities. We encourage parents to work with the child to complete the activity.

Pre-kindergarten students will receive homework once a month; this will typically be paper-based to offer parents a foundation for the learning activity. All students (including Young Preschooler groups) will periodically receive a homework paper to encourage parents to practice writing name or knowing important personal information (address, phone number, etc.) We may also offer a monthly checklist or chart with homework ideas that parents can actively complete with their children, to reinforce the concepts learned at preschool.

We also encourage parents to work with children on a regular basis, making the learning experience fun. Any “homework” or learning time at home should last no longer than 5-10 minutes at a time. Follow your child’s lead, if they are uncomfortable or anxious, change the activity or decrease the time. For parents who choose to do “preschool workbooks” or flashcards at home, we strongly encourage parents to make a game of it rather than doing repetitive drilling of letters or numbers.

## STAFF/CHILD RATIOS, MAXIMUM GROUP SIZES AND SUPERVISION

St. John’s Catholic Preschool will not exceed the following state required ratios:



1:12 Young Preschoolers (3 years - 4 years)

1:14 PreK/ Pre-Kindergarten (4 years until eligible for kindergarten)

Group sizes will be maintained for each age group. Maximum group size is defined by the number of children in one group that may be cared for at any time. When there is a combination of ages within a group of children, the age of the youngest child determines the staff/child ratio. The exception to this is if no more than one is permanently assigned to a group in which all the other children are in the next older group; with such a group, the staff/child ratio and maximum group size shall be determined by the older children. Group size limitations shall not be interpreted to apply during outdoor play, field trips, routine trips or special occasions. (ODJFS Rule 5101:2-12-18).

## TUITION, FEES AND PAYMENT POLICIES

All checks can be made payable to St. John the Baptist Catholic Preschool. The preschool's Tax ID number is available upon request.

### Registration Fees:

There is a non-refundable registration fee of \$40.00 that must be paid at the time of registration. This fee is for each child enrolled.

### Tuition:

Tuition is \$72.00 per month for the two-day program, and \$102.00 for the three-day program. Tuition may be paid in one lump sum, two or more months at a time or by individual monthly payments. Tuition is expected on the first of the month, but due no later than the 5th of the month. Tuition may be paid in the form of cash, check, or money order. Automatic Tuition Deduction is also available; a required form must be returned by late August for this payment option. Parents must submit a written request, to the Administrator and Parish Business Manager, to discontinue the Automatic Tuition Deductions made through the Parish.

\*Note: There is no tuition break for school cancellations, personal/ family vacation, illness, or other absences. Our budget is set based on full tuition fees.

### Late Fees:

If payment is not received the by 5th of the month, a \$10 fee will be charged. Furthermore, if the outstanding fee is not paid by the 20th of the month, the current month's tuition AND late fee MUST be paid in order for the child to attend the next and following preschool sessions. Non-payment of fees after one month period may result in dismissal of the child from the program. The preschool requests communication from parents if a special situation exists in which tuition will be paid after the due date.

#### Cancelled Checks:

In the event of a cancelled or returned check due to insufficient funds, the parent/ guardian will be charged a \$35 processing fee. Future payments must be in the form of cash or money order. Automatic Tuition Deduction is not available for tuition payments following insufficient funds/ cancelled check.

#### Late Pick-up Charges:

Children are expected to be picked up **at 11:45**. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at the usual time.

A late fee of \$1.00 per minute after 11:55 will be charged; for a group/ carpool of two or more children, a fee of \$2 per minute will be charged to the parent responsible for picking up the group of children that day. Upon arrival or at the next class session, the parent responsible for picking up the child/ children will receive a written statement indicating the amount owed for the late pick-up. The fee should be paid on the child's next scheduled class day. There will be no "warning" issued for a first time late fee.

If an emergency prevents the child/ children from being picked up on time, the administrator will review the situation and fee charged.

### ROUTINE TRIPS/ FIELD TRIPS

#### Permission:

All routine trips will require written and signed permission from the parents or guardians of the child; written permission statement is kept in the child's file. If the permission slip is not signed, the child will be unable to participate on such a routine trip.

Parents will be notified in writing prior to any field trips taken by St. John's Catholic Preschool. The permission form must be signed by the parent/ guardian to allow the child to participate in the field trip and for transportation used (walking or automobile). If the permission slip is not signed, the child will be unable to participate on such a trip. (ODJFS Rule 5101:2-12-14)

#### Transportation:

Children will walk on routine trips to nearby locations, such as the Glandorf Park, or areas of St. John's Parish property. Children will be supervised by staff and group sizes will be maintained to ODJFS requirements for such trips. The Preschool will follow rules and guidelines set by ODJFS for the transportation of children.

#### Attendance, Supplies and Emergencies:

Attendance on routine trips will be taken before leaving, during the trip, and upon returning to school. Each staff member will be responsible for a specified

number of children, and will have a list of children they are supervising. Per ODJFS Rules, a second adult will be present if student numbers require such.

For routine walking trips, teachers take cell phone, class list, first aid kit, JFS 1236 (Child Medical/ Physical Care Plan) and JFS 1217 (Administration of Medication), as well as any medical supplies needed per care plans. Each child will wear a name tag listing important information: the school name, address, school phone number, and emergency contact phone number for preschool staff member. On field trips, staff will also take the JFS 1234 (Enrollment and Health Information) for each child.

## OUTDOOR PLAY

It is important for young children to play outdoors as much as possible. Preschool staff will take weather safety precautions into consideration when planning outside play or events. For instance, children may have a brief playtime outside if it is lightly raining or drizzling, but a heavy rain shower will not be suitable for outdoor play. A few minutes of fresh air and playtime are very important for a child's learning, development and well-being. It is likely that outdoor play may not occur in the following weather situations:

- \*Air temperature is less than 20°F or wind chill below 20°F
- \*Heat index is above 95°F
- \*Threatening weather (lightning/ thunderstorm) in the area
- \*Ice covering the play area

## CLOTHING

It is best to send your child to school in comfortable play clothes as the children are actively engaged in activities that may result in clothes becoming slightly dirty from play or art. Please dress your child appropriately for the weather as children play outside when weather permits. Label all hats, gloves and coats with the child's name. Children should wear sturdy shoes (not smooth soled), suitable for running and playing every day, unless different footwear is requested for a specific event/ activity. All children are required to bring one extra set of clothes to keep at school.

## FOOD/ TREATS

Food will not be prepared, nor served by St. John the Baptist Preschool on a regular (daily) basis. If a lesson/ activity may be enhanced by a food, or if a holiday or Catholic Holy Day is being celebrated, the staff may plan/ offer students a food treat. Parents may be asked to contribute food items for special celebrations; we encourage all parents to sign up/ volunteer to bring a food item for one or more events. Staff will be knowledgeable and considerate of food allergies when planning such special lessons, but parents may be asked to provide an allergy safe alternative for their child. Students may bring a treat in for their birthday or half-birthday; we remind parents to be conscientious of any food allergies in their child's classroom.

## HOURS OF OPERATION

St. John's Catholic Preschool will be in operation Monday through Friday from 9:00 a.m. to 11:45 a.m. Parents may register a child to attend 2 or 3 days a week. Class sessions are Monday/ Wednesday and Tuesday/ Thursday. Friday morning sessions are the optional third day; Fridays are typically for Pre-K children.

Administrative Office Hours will be determined for the school year, and hours are posted at the preschool and listed in the newsletter. Typically, administrative office hours include one or two afternoons each week and meetings by appointment.

The preschool will follow Ottawa-Glandorf Local School District's school year calendar, reserving the right to make exceptions if needed. Preschool may also start and end the school year at a date different than O-G School District, typically beginning after Labor Day and ending a few days prior to Ottawa-Glandorf Schools. The Preschool Calendar is located in this handbook

## DAILY SCHEDULE

Sample listing of daily activities, variable within each classroom and subject to change.

A.M.	ACTIVITIES
8:55- 9:10	Arrival, wash hands, health check, self-directed play
	Morning work (fine motor, self-directed activities)
9:10-9:30	Circle time – group learning, music/movement, Bible story
9:30-9:55	Faith Learning Activities in the Atrium (once a week)
	Restroom break transition, Readiness Learning Activities or Story
9:55-10:20	Centers Learning and Play
10:20-10:35	Gross Motor time
10:35-11:05	Continue Centers Learning and Play
11:05-11:30	Circle Time or Learning Activities or Story
11:35-11:45	Prayer & Dismissal

Our schedule allows for children to learn through self-directed play, peer interaction, and teacher guided activities, which all play an active role in the learning development of children. Our learning centers change frequently to provide continual learning experiences for the children.

Learning centers may include but are not limited to:

Science	Math	Dramatic Play
Writing	Books/ Listening	Games
Sensory/ Tactile Center	Music/Movement	Puzzles
Creative Arts	Block/ Building Area	Fine Motor
Table Toys/Manipulatives		

## DELAYS, CANCELLATIONS, INCLEMENT WEATHER

We will follow Ottawa-Glandorf Local School system for delays and cancellations due to inclement weather. Please use your best judgment. If you feel it is not safe to bring your child to preschool due to the weather, please notify our office of your child's absence or late arrival.

Should Ottawa- Glandorf School District cancel or delay for a non-weather reason, we plan to follow the decision made by the local school district and make adjustments to the preschool schedule.

Refer to Ottawa-Glandorf School District website/ Facebook/ Twitter, local media websites, radio stations, TV stations, etc. for any OG district announcement. It is advised that parents sign up to receive delay/ cancellation text alerts from the Ottawa-Glandorf School System via the school district Ohio Alerts system. Preschool parents will also receive information about the REMIND alert system used by St. John's Catholic Preschool.

### PRESCHOOL GUIDELINES FOR SCHOOL DELAYS (as announced by O-G Schools):

- 1 Hour Delay: St. John the Baptist Catholic Preschool will start on time, at 9:00 a.m.
- 2 Hour Delay: Morning Preschool will be from 9:30 a.m. -11:45 a.m.
- 3 Hour delay: St. John the Baptist Catholic Preschool will be closed.
- Cancellation: St. John the Baptist Catholic Preschool will be closed.

## ATTENDANCE

Parents or guardians are responsible for their child's transportation to and from St. John's Catholic Preschool.

### Arrival and Dismissal:

Upon arrival, children must wash their hands and must be walked into classroom by a responsible adult who will make contact with a staff member assigned to the child's classroom. The adult should sign the child in/out (at the list in the hallway), but official records of attendance will be kept by the teacher. Teacher records indicate the time a child arrives and leaves preschool. Children should be in the classroom no sooner than 8:55, but by 9:05. Children will be dismissed at 11:45.

When assisting your preschool child with arrival and dismissal, parents and other responsible adults should remember to keep all other non-preschool children in their immediate care and supervision. Other children should not be left unattended (in a vehicle, outside, or in the building) while assisting the preschool child. The preschool staff must maintain active care and supervision of registered preschoolers, but we are also very concerned for the safety and well-being of all children.

#### Dismissal Time/ Release of a Child to Adult:

The children's safety is our main priority. Staff will release children only to a responsible adult listed on the Child Release/Transportation form, as stated and signed by the parent/ guardian. This person may be required to identify themselves with a valid I.D. If a change occurs, the parent must provide a written and signed note giving the person permission to pick up their child; a parent may contact the school by telephone call to add a person to the list. The staff will check ID's of anyone they do not recognize.

#### Court Ordered Custody Agreements and Release of Child at Dismissal Time:

Documentation must be on file in the preschool office. We will abide by all court ordered custody agreements. Without proper documentation, the preschool may not deny a parent access to their child.

*If parents have shared custody plans, we request all additions to the permission pick up list be made by the residential parent. If parents have joint custody, either parent may pick up their child. We are only able to release children to parent(s) having legal custody of the child; if only one parent has legal custody, we can release the child to said parent (having custody) unless something in writing states that another parent/ adult may pick up the child. (statement per the advice of Diocese of Toledo legal representative)*

#### ILLNESS/ ABSENCE

If your child will not attend school, please contact the preschool office by 8:50 that morning. In the event of an unreported absence, the preschool will contact the parent or guardian.

Preschool staff strongly advises parents to be cautious when deciding if an ill child should attend preschool. Preschool staff recommends using a "24 hour Rule of Thumb": please keep the child home for 24 hours following the last observation of or episode of vomiting, diarrhea, fever (being gone without medication), or any other symptom of concern.

If your child is experiencing any of the following symptoms, please keep them home and

do not send them to school. If the child experiences any of these symptoms at school, they will be isolated from the rest of the group (either supervised in another room or remaining in the classroom in a separate area from the other children), a parent/guardian or emergency contact person listed will be called, and the child will be sent home. A mildly ill child, one experiencing minor symptoms or not feeling well enough to participate in activities, but not exhibiting concerning symptoms of illness, may be separated from the other children and will be monitored by a staff member.

Symptoms (including but not limited to) which indicate a possible illness, providing cause to separate child from other children and in which preschool staff will contact a parent :

\*Temperature of 100 degrees or higher

\*Diarrhea

\*Vomiting

\*Severe coughing

\*Difficult or rapid breathing

\*Yellowish skin or eyes

\*Redness of the eye/eyelid, obvious discharge, matted eyelashes, burning, itching, pain

\*Untreated infected skin patches, unusual spots or rashes

\*Unusually dark urine and/or gray or white stool

\*Stiff neck with an elevated temperature

\*Evidence of lice, scabies or other parasitic infection

**\*Parents are strongly encouraged to keep home an ill child who exhibits such symptoms.**

*(Symptoms and Communicable Diseases are listed on the Ohio Department of Health "Communicable Disease Chart".)*

If a child is well enough to attend school, they are well enough to participate in outdoor routine walks or gross motor time.

In the event a child has been exposed to a communicable disease, a note reporting the exposure will be sent home with the child. Re-admittance of a child with a communicable disease may be per the discretion of the Administrator or child care staff member, based on note from a physician, note from the parent, or a visual exam from a staff member. Ohio Department of Health chart will be used as a reference in determining symptoms of the illness.

All staff members are trained in signs and symptoms of illness, preventative care, and procedures for various communicable diseases through an ODJFS approved agency.

## IMMUNIZATIONS

Per ODJFS Rule 5101:2-12-15, a child's medical record JFS 1305 (Child Medical Statement) must include a copy of immunizations which state the date immunizations were received. The child's immunization record should include Chicken pox, Diphtheria, Haemophilus influenza type b, Hepatitis A, Hepatitis B, Influenza (if seasonal vaccine is available), Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella, and Tetanus.

If a child does not have up-to-date immunizations, a statement is required from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child or an immunization against the disease is not medically appropriate for the child's age. If the child is not immunized for reasons of conscience, including religious convictions, a statement explaining such is required from the child's parents.

If an outbreak of an illness occurs, St. John's Catholic Preschool will consult with local Health Department/ medical professionals. It is possible that based on such consultation, the preschool administrator will request that a child who lacks immunization against said disease does not attend preschool for stated period of time. St. John's Preschool reserves this right to ensure the well-being of children who are not immunized.

#### MEDICATION, MODIFIED DIETS, MEDICAL CONDITIONS

Upon registration, parents will be asked if the child has any medical or physical conditions or modified diet that the staff should be aware of and/ or trained to identify/ treat. When the parent states the child has such condition, JFS 01236 (Child Medical/ Physical Care Plan) will be given to parents for completion. Once the parent completes and returns the Care Plan to the preschool office, the staff will be trained to respond for the stated plan. If the Care Plan includes a need for administration of medication, JFS 1217 (Request for the Administration of Medication) will also be completed by the parent/ guardian. Any medication or product listed as part of a care plan should be provided to the school, in its original container with label, along with the care plan.

The Preschool Administrator and staff will be in communication should the need for a care plan arise or change throughout the school year. Should a medication or product that is part of a care plan expire mid-year, the preschool will request a replacement.

Administration of any medication (prescription or non-prescription), food or medical supplement or topical product shall be done in accordance with ODJFS Rule 5101:2-12-25.

#### ACCIDENT PROCEDURES/ EMERGENCY CARE TRANSPORTATION

A first aid kit is located in the preschool office. All staff members have access to a telephone and are trained to administer first aid. If child receives a minor injury, staff



will treat the injury appropriately; parents or guardians will be notified upon arrival and may be asked to sign an incident report. A parent may be contacted by telephone to discuss an injury or medical concern.

In the event of a serious injury or illness, staff will follow procedures listed on the JFS 1242 (Medical, Dental, and General Emergency Plan). Staff will administer first aid treatment, call EMS (if needed), and contact the parents. If a child is transported for emergency treatment, the child's health and medical records (forms JFS 1234 and 1305) (and if applicable forms JFS 1236 and JFS 1217) will accompany the child. The center administrator or a child care staff member will stay with the child until the parent or guardian assumes responsibility for the child's care. Per ODJFS Rule 5101:2-12-16, the preschool will follow instructions for reporting to ODJFS any serious incident or injury which requires medical treatment. Should a serious injury or incident occur, the preschool will provide parents with a copy of JFS 1299 "Incident/ Injury Report" in accordance with ODJFS Rules.

St. John's Preschool requests that parents consent to Emergency Transportation of their child, per the Emergency Transportation Authorization on JFS 1234 (Child Enrollment and Health Information.) St. John's Preschool reserves the right to refuse enrollment to a child whose parents refuse to grant consent for transportation to emergency treatment.

## DISASTER PLAN / EMERGENCY PREPAREDNESS

The Medical, Dental and General Emergency Plan (JFS 1242) is visibly posted by every telephone, in every classroom, and other areas used by the preschool, and when necessary the plan will be implemented. A summary of response plans for fire, severe weather, and violence are listed on this plan. Specific directives and instructions for various emergency situations are detailed in the "Disaster Plan for St. John's Catholic Preschool."

Fire drills and tornado drills are held monthly to prepare children for an emergency situation. Once a quarter, a lock-down drill occurs to prepare for any possible environmental threat or threats of violence.

As posted in the JFS 1242 (Medical, Dental and General Emergency Plan) and on the safety diagrams in the classrooms:

- \*Fire Evacuation- Go to on-site location near playground, taking attendance sheet, medications, and student files.

- \*Severe Weather- Go to secure in-place location of Parish Center Basement (door across from kitchen), taking attendance sheet, medications, student files, flash lights.

- \*Lock Down/ Violence- Follow lock down procedures and secure in-place, quietly remain in classroom with curtains closed and door shut/ locked, away from doors and windows. When evacuating building, staff will refer to Disaster Plan document for off-

site location.

If an emergency situation occurs, parents will be notified as soon as possible, per procedures listed in the "Disaster Plan." Attendance will be taken and children will only be released to parents by a staff member. The preschool will follow instructions for reporting to ODJFS any serious incident as listed within the rule. The preschool will provide parents with a copy of JFS 1299 "Incident/ Injury Report" should an event occur that jeopardizes the safety of a child or employee. (Per ODJFS Rule 5101:2-12-16)

## SUPERVISION AND GUIDANCE OF CHILDREN

St. John's Catholic Preschool is a secure child care facility in which the entrance doors remain locked during the preschool day. Anyone arriving at the preschool and requesting to enter the preschool may be asked to show identification. Children are to be released only to individuals who are listed on the Child Release/ Transportation Form.

At no time will a child be left unattended. Staff members will be aware of and responsible for each child's needs at all times. Each child will be within sight and hearing of a child care staff member at all times. Child care staff members will follow appropriate child guidance techniques outlined by ODJFS. (ODJFS Rule 5101:2-12-18)

## SUPERVISION/ CHILD GUIDANCE

With Jesus Christ our Savior as our guide, children will be cared for in a loving, respectable fashion. Children will be supervised (within sight and hearing of a staff member) at all times. If a child displays inappropriate behavior that is inconsistent with the rules and values of our Catholic preschool, their behavior will be redirected in a positive manner. Staff members shall have a conversation with the child, modeling positive behavior and encouraging positive alternative choices. In the event that problem behavior is persistent or the safety of the child or other children/ staff is at risk, staff members will intervene as quickly as possible, with child guidance/ discipline techniques that are consistent ODJFS Rules. No child will be physically or verbally disciplined or humiliated in any way.

If a child's behavior causes disruption to the class or concern by other children, the child's parents/ guardians may be invited to meet to discuss the undesirable behavior and institute a plan to reinforce appropriate behavior. The agreed upon plan will be in writing and signed by parent/guardian, child's teacher, and preschool administrator. (Per ODJFS Rule 5101:2-12-19)

## CONCERNS NOTED BY THE PRESCHOOL AND / OR PARENTS

Staff members are required by law to report suspected abuse or neglect cases to Putnam County Children's Services and the Diocese of Toledo.

Although no special needs services (speech, physical/ occupational therapy, etc.) are available, a preschool teacher/ staff member may initiate communication and conferencing with the parents to communicate any concerns about the child's learning and development. Such concerns may include educational, physical, social, or emotional development and well-being of a child. The teacher and/or the administrator will talk to or conference with the parents, sharing ideas and information about available resources to help the child succeed. Our preschool encourages parents to use community resources.

As a parent, if you have concerns regarding your child's educational, physical, social, or emotional development, please request a conference with your child's teacher and/ or the administrator. The Preschool Staff will assist you with information and available resources to help your child reach his or her full potential. If you have questions or concerns about the preschool program, staff, curriculum, etc., please request a meeting with your child's teacher and if necessary the administrator.

## CONCERNS REGARDING SPECIAL NEEDS OF CHILDREN

St. John the Baptist Catholic Preschool does not discriminate on the basis of race, color, religion, sex, or national origin or special needs. Our preschool also recognizes that some children might have special needs and would benefit from programs that offer more specialized assistance for their individual needs.

Examples of special needs and services needed might include but are not limited to: speech or hearing, occupational or physical therapy, medical conditions, disabilities, behavioral intervention, etc.

A guideline for recommending special services or a specialized program might include, but is not limited to, the following steps:

- anecdotal and concrete samples or work/ record keeping
- notes and phone calls to parents, communication log, conferences with parents
- providing parents with resources for screening/ evaluation (ex. Help Me Grow screenings for speech, hearing, vision, developmental delays)
- Behavior or Special Needs Intervention Plan implemented, per ODJFS RULE 5101:2-12-19
- Various means of assistance/ interventions attempted
- Request for observation by specialist (early childhood development professional with Help Me Grow or local Child Care Resource and Referral Center)

## TRANSITION WITHIN OR FROM ST. JOHN'S PRESCHOOL TO ANOTHER

## PROGRAM OR PERMANENT DISENROLLMENT

If a child is moved to a different classroom mid school year, a transition form will be signed by parents. When transitioning to a kindergarten program, the preschool may offer the kindergarten teacher a portfolio which might include letter, notes on student progress, formative assessment reports, samples of student work, etc. The kindergarten teacher may contact the preschool for such student information. The preschool requests that parents sign a waiver, allowing the release of such student records to other educational programs.

St. John the Baptist Catholic Preschool recognizes that some children might benefit from more specialized services. If intervention steps have been taken and a child demonstrates greater needs than what St. John's Preschool is able to offer, we reserve the right to recommend that a child might benefit from different preschool or early learning program that will better meet the specialized needs for speech/ hearing, occupational/ physical therapy, medical, disabilities, etc.

In the event it is recommended a child has needs (including but not limited to speech or hearing, occupational or physical therapy, medical conditions, disabilities, behavioral intervention, etc.) that are greater than what can be offered at St. John's Preschool, parents will be offered informative assistance to help their child transition to another program or service.

If a child's behavior choices cause regular and consistent interruption to the preschool program, to teachers or students, and/ or if a child's actions endanger others at the preschool program, the parents or guardians will be asked to review the behavior plan being used. If the behavior continues to cause interruption or endanger others (in spite of a behavior plan and interventions attempted), the child may be withdrawn from the program.

## PROCEDURE FOR RESOLUTION OF CONCERNS

Should parents or employees need assistance in resolving a concern related to St. John's Catholic Preschool, it is recommended that the individual(s) take the following steps for resolution. Open communication is a key factor to resolving concerns. First, one should have a discussion with the teacher or staff member to which the concern is directly related. If no resolution is reached, the following individuals may be consulted, preferably in the following order: Administrator, Parish Business Manager and Parish Priest. Should the concern be a violation of the state licensing law or state administrative rules, the telephone number for the Ohio Department of Job and Family Services Child Care Help Desk is posted on the center's license.

## PARENT PARTICIPATION

We encourage all parents and/or guardians to be active participants in the child's educational and spiritual growth. Therefore, parents and/or guardians are permitted in the classroom on an unlimited basis, but must notify staff upon arrival. Volunteer time should be prescheduled with the classroom teacher to allow the teacher to plan for a parent helper. Opportunities for parent involvement may include, but are not limited to, drop off and pick up, parent-teacher conferences, special visitor days, and home learning opportunities such as preparing for show and tell, homework and learning ideas. The weekly/monthly newsletter will also provide family activities to enrich and reinforce what's being done in the classroom.

We also encourage parents, guardians, grandparents, etc. to share their talents with the children in the classroom. A talent volunteer sheet will be distributed to sign up at the beginning of the year, but at any time a volunteer can offer his/her talents.

Parents, or guardians, are required to make contact with staff daily during drop off and pick up of children. This time is a perfect time to communicate with staff any concerns or ideas about the curriculum. Preschool also welcomes parents to schedule time to meet with the classroom teacher or administrator. Although Parent Teacher Conferences are typically held in February, a parent can contact preschool anytime to arrange a conference. Preschool staff encourages communication with parents by telephone, note to the teacher or email to the administrator.

## CLASS ROSTER

Available upon request, the preschool may release the contact information of children and parents in a class. Only those granting permission will be included in such roster. This list is for the sole purpose of the preschool and will not be distributed for commercial purposes.

## PRESCHOOL COMMITTEE

The Preschool Parent Committee is a volunteer group which typically consists of preschool parents who are selected by current committee members. Committee members will include, but not be limited to, the parish priest, preschool administrator/director, and 7 parent representatives. Individuals on the committee have a 3 year term.

The committee's role is to promote that the functioning of the preschool is consistent with the preschool's mission and goals. At regular meetings, committee members discuss curriculum, licensing, fundraising, etc. Committee members may share or address any compliments or concerns.

## VISITORS AT PRESCHOOL

We understand that community individuals and parents who are selecting a preschool may want the opportunity to learn more about our program. It is our policy that individuals who want to know more about our preschool should contact the Administrator to schedule a meeting outside of school hours. After meeting with the Administrator, the individuals may request to arrange a time to visit the preschool during a school day. Such visits will be scheduled by the Administrator in a manner that limits disruptions for a normal school day, and visits will be limited to 30 minutes. We appreciate understanding that outside guests can be disruptive to the children and teachers.

## SOCIAL MEDIA DISCLAIMER

Our preschool takes many photographs of students; these photographs document learning and developmental activities of the students. Please be advised that your child's photo may be posted in the Parish Center or in the church. It also may be included on communications, which may include but is not limited to programs, newsletters, flyers, parish bulletin, parish website, newspapers, etc. It is the parish policy that photos of youth will not be posted on the parish Facebook page. If you have a concern about this, contact the Preschool Administrator.

## WEAPONS POLICY

In the interest of maintaining an environment that is safe and free of violence, the Preschool in accord with the Parish prohibits the wearing, transporting, storage, presence or use of dangerous weapons on Parish property, regardless of whether or not the person is licensed to carry the weapon. Any person(s) who violate this policy may be removed from the property and reported to the police authorities. As of April 8, 2004, as a result of passage of the "concealed carry" law, Ohioans can legally carry concealed handguns if they have a proper license. As a private institution, the Parish (and Preschool) has the choice under this law to determine whether or not to allow concealed handguns on its facility grounds. The parish has adopted a strict no-weapon policy for anyone on Parish property. This policy does not apply to any law enforcement personnel or security personnel engaging in official duties.

## **DISCLOSURE STATEMENT**

*This handbook and its provisions may be changed, modified, altered, or deleted as needed, at any time by St. John the Baptist Catholic Church Parish Priest, within his sole discretion without prior notice.*

*St. John the Baptist Catholic Preschool is a program of St. John the Baptist Catholic Parish. The parish priest of St. John the Baptist Catholic Parish has final say over any changes made to the Preschool and/or to the Preschool Advisory Board.*

\*If you read/ printed this handbook electronically, please also refer to ODJFS form 01237. This form was provided to all parents in the Open House/ Enrollment Packet, which was given to parents at Registration. Parents who need an additional copy of "Ohio Department of Job and Family Services Center Parent Information Required by Ohio Administrative Code" should contact the preschool. Form 01237 is a required piece of information that must be given in writing to all parents, guardians, and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

**St. John’s Catholic Preschool Calendar- 2018-19**

\*Please watch monthly calendar from preschool for any changes to this calendar.

Monday, Tuesday	August 27, 28	Open House, 6:30 PM
Wednesday, Thursday	September 5, 6	First Days of Preschool
Monday	September 24	No School (per O-G calendar)
Wednesday/ Thursday	September 19, 20	Picture Days
Friday	October 26	No School (per O-G calendar)
Monday- Friday	November 19-23	No School, Thanksgiving Break
Thursday	December 21	No School, Christmas Break Begins
Thursday	January 3	School Resumes
Monday	January 21	No School, MLK Jr Day
Monday	February 18	No School, President’s Day
TBA	Late February	Parent Teacher Conferences
TBA	March	Re-registration for returning families
TBA	Late March/ April	Registration Sessions new students
Thursday	April 18	No School, Teacher In-service
Friday- Monday	April 19-22	No School, Easter Break
Monday	May 20	Last Day of Preschool
Tuesday, Wednesday	May 21, 22	Teacher Work/ Cleaning Days

**Some of our special events throughout the school year will be announced at Open House and/ or in the monthly newsletter. We may request Parent Helpers.**

- October- Picture Day
- October- Fire Station Visit, All Saint’s Day Party
- November- Thanksgiving Feast
- December- Happy Birthday Jesus Party and Gingerbread Houses
- February- Dental Health and Exercise Visitors, St. Valentine’s Day Cookie Bake, Parent Teacher Conferences
- March/ April- Resurrection Party, VIP Parent Visitor Week, Farmer Visit
- May- Tour of the Town Walking Field Trip, Pre-K Kindergarten Visit, Playday at the Park, Spring Program/ Pre-K Graduation.

We follow the O-G School calendar, but we may need to make exceptions in the event of special learning days for preschool staff or make-up days.

Should school cancellations occur and make-up days be scheduled by O-G school district, the preschool will determine if and when a make-up day is necessary for our program. For our preschool, any “Make-up Day” announcement will be posted and notes will be sent home for students who should attend on that scheduled “make-up day.”

St. John’s Catholic Preschool has carefully calculated (and will carefully monitor throughout the school year) the number of school days . We make every effort to ensure that the class sessions attend a fairly balanced number of school days upon the completion of each school year.

Calculation of Days for 2018-19

Monday/ Wednesday- 64	Tuesday Thursday- 67	Friday- 32
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**Per ODJFS Rule 5101:2-12-07**  
**Appendix C**  
**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>