

# Cardinal Pacelli Preschool and PreK Parent Handbook

## STATEMENT OF PURPOSE

1. To provide a mini-community where children learn and develop by working, playing and interacting with parental involvement and a specially trained and qualified teacher.
2. To provide a learning experience for parents and interested persons that they may better understand the needs and development of the preschool children and therefore provide for them in a more sensitive and constructive way.
3. To provide means and facilities for preschool training and education of children.
4. To provide a learning experience for children enrolled in classes in which parents assist the teacher both in the classroom and in the overall school program in a cooperative manner.

## EDUCATIONAL PHILOSOPHY

The education philosophy of the Cardinal Pacelli Preschool Program is to develop the whole child. We strive to guide the total growth of each child, compatible with his/her maturation and style of learning in the following areas of development: emotional, social, intellectual and physical. We strongly believe a child must feel good about him/herself in order to learn and to develop a sense of being an autonomous person who can take initiative.

## GOALS

It is our goal to meet the needs of each child in the following ways:

1. By providing a safe environment.
2. By providing emotional security through consistency of the head teacher, the daily schedule and discipline methods.
3. By giving love and affection with sensitivity, hugs, smiles, and laughter.
4. By fostering a healthy self-esteem.
5. By creating an emotional climate that supports the development of positive relationships with peers and adults.
6. By providing activities that spur curiosity and a sense of competence.
7. By the promotion of cognitive skills through providing learning opportunities in developmentally appropriate ways.
8. By encouraging creative self-expression through materials, language, music and movement.
9. By endeavoring to strengthen the relationship between the child and her/his parents.

## **SAFETY POLICIES**

1. A staff member in charge of a child or group of children shall be responsible for their safety.
2. No child shall ever be left alone or unsupervised.
3. At drop-off, children are to be dropped off to the teacher or aide at the designated drop-off location and time. Preschool students may not be escorted by siblings or older students. At dismissal, the parent or authorized individual should wait at the designated pick-up location until dismissal time. Children will NOT be released to anyone other than the parent or authorized individual.
4. There is a telephone located in the office and classroom for use in case of an emergency.
5. A monthly fire drill will be held.
6. A staff member trained in first aid, CPR and recognition of communicable diseases is available on the premises at all times. A first aid kit is always available in the classroom.
7. A plan is posted which explains action to be taken in case of fire emergency and weather alerts.
8. Use of any spray aerosols shall not occur while there are children in the classroom.
9. The teacher or aid shall immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
10. When an accident or injury occurs, the school shall complete a report in accordance with Rules 5101:2-12-49 of the administrative code.
11. FIELD TRIPS
  - A first aid box shall be available on the trip, which meets requirements of the administrative code.
  - A person trained in first aid and CPR shall be available on the trip that meets requirements of the administrative code and child abuse prevention.
  - Each child on the trip shall have identification attached to him/her containing the child's name and the preschool's name, address and telephone number.
  - For each field trip, the parent must sign and date a permission slip and return it to the teacher prior to departure.

## **DISCIPLINE POLICY**

As adults, we want to guide children to learn self-discipline, so that in gaining inner control they can ultimately direct their own behavior. At the preschool, we know the importance of growth-producing limits on a child's behavior. However, we maintain a positive approach. We guide rather than punish. The teacher knows and uses the cognitive abilities and limitations of young children as the basis for choosing guidance techniques. The teacher tries to help the children take steps toward responsible self-direction, as they are ready.

Fundamental to this process is the child's feelings about her/himself. The teacher enhances the self-esteem of children, communicating in an open and loving manner. This includes providing reasonable ground rules necessary for safety or to protect the rights of others. Our discipline, i.e. guidance, does not allow the teacher to issue threats, humiliate or label the child "bad". Children at our preschool will not be subjected to any form of corporal punishment.

When it is appropriate, children will be redirected from a negative situation towards a positive one. When ground rules are broken, they are clearly and firmly restated, emphasizing the reason for the rule. Children who have conflicts or problems with each other will be encouraged to verbalize their angers and concerns. When a child infringes on the rights of another, the other child is encouraged to talk about how that makes

her/him feel. The role of the adult at school is to be the facilitator to positive problem solving and to explain the need to take responsibility for one's own behavior. Children whose behavior endangers others will be isolated and given a brief "time out" until they gain self-control. They will then process the problem with the teacher and any other concerned parties. Other positive guidance techniques used are good timing of teacher intervention (giving children time to work out their own differences) and logical consequences of actions.

If a child exhibits a consistent behavior problem, efforts will be made to understand the dynamics of the behavior by a parent-teacher conference if necessary. If a problem does occur, it is important that the staff and parent(s) use a consistent approach to the problem both at school and at home. If, after a parent-teacher conference and a reasonable trial of various guidance techniques have been used, the child does not show significant improvement, we may refer the child and parent to the principal and may request removal of the child from the program.

In accordance with code PS 3301-37-10, the following additional discipline procedures will be in effect:

- Cruel, harsh, corporal punishment, or unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting will not be permitted.
- Discipline will not be delegated to another child.
- 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.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
- No child will be submitted to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Techniques of discipline will not humiliate, shame or frighten a child.
- Discipline will not include withholding of food or drink.
- Separation, when used as discipline, will be brief in duration and appropriate to the child's age and developmental ability, and the child will be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated area.
- No child will be abused or neglected, and the program will protect every child from abuse and neglect while in attendance in the preschool program.
- Parents of children enrolled in the program will receive a copy of the discipline policy.
- All preschool staff members will receive a copy of the discipline policy for review upon employment.

## **HEALTH POLICIES**

### **1. Child's Medical Statement**

Each child must be examined by a licensed physician prior to enrollment and must be re-examined each year thereafter. A physician's signed statement certifying the child is free from communicable disease with a complete list of immunizations and a TB test is required. The preschool provides the medical form to be used by the child's physician. This must be on file in the preschool within 30 days of the child's first day of attendance.

### **2. Accidents**

Minor injury - If a child receives a minor injury while at the center, appropriate trained personnel will administer first aid. The director will hold a current First Aid Certificate from the American Red Cross or appropriate training as certified. We will notify parents about minor injuries when the child is picked up at the end of the class.

Serious Injury - If a child receives a serious injury, parents will be contacted immediately. If parents or guardians cannot be reached, instructions on the Emergency Medical Authorization Form will be followed. Parents must have an EMAF (provided by the preschool) on file on or before the first day of attendance.

Transportation – As the firehouse is nearby, the life squad will be called for any emergency and for transporting a child to the hospital. The parent helper, aide or teacher will accompany the child in the event the parents cannot be contacted.

3. Mildly Ill  
If a child is mildly ill i.e., allergy or sniffles, he/she may be cared for within the child's group and shall be made comfortable and shall be properly supervised. An adult shall be within sight and hearing at all times. The child shall be observed carefully for signs and symptoms of worsening condition. If need be, a sick room is located in the building and the child will be taken there and carefully observed.
4. Management of Communicable Disease  
If a child becomes ill while at the center, he/she will be isolated and discharged to the care of his/her parents as promptly as possible. A child will be discharged from the preschool upon recognition of the following signs of illness:
  - Diarrhea (more than one abnormally loose stool within a class period).
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - Difficulty or rapid breathing.
  - Yellowish skin or eyes.
  - Vomiting.
  - Sore throat or difficulty in swallowing.
  - Untreated or infected skin patches.
  - Evidence of lice or scabies infestation.
  - Conjunctivitis
  - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
  - Unusually dark urine and/or gray or white stool.
  - Stiff neck.
  - Occurrence of other significant symptoms listed on the Day Care Center Communicable Disease Chart

The teacher has special training in recognizing communicable diseases. He/she relies on this training as well as the communicable disease chart posted in the preschool. Each child will be checked for signs of illness daily when he/she arrives. The teacher reserves the right to decide when a child is not well enough to be at the preschool.

A child isolated due to suspected communicable disease shall be:

- (a) Observed carefully for worsening condition; and
- (b) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Children who display any of the signs of illness should be kept at home. Please notify the preschool when your child has been exposed to any communicable diseases of other family members so we may be alerted to early symptoms.

5. Notification  
The preschool shall promptly notify any parent whose child has been exposed to a communicable disease by telephone and/or email and a letter sent home.
6. Re-admittance Following an Illness  
Children who have been ill with a fever may not return until the temperature has been normal for 24 hours. Parents of children who have contracted a communicable disease must make arrangements with the teacher for re-entrance to the preschool. Some illnesses may require physicians' written verification for re-entry.
7. The preschool will not release the child to anyone other than his/her custodial parent or guardian without a written note from the custodial parent or guardian.
8. If the teacher or aide is ill, a qualified substitute will be contacted and the school will occur as normal. This would maintain the teacher & aide ratio required for operation. If a qualified substitute is unavailable, school will be cancelled for that day and all families will be notified by telephone and/or email. If both the teacher and aide are ill, school will be cancelled for the day and all families will be notified by phone.

9. A nurse or qualified person will instruct all aides before school starts in “Hand Washing” and communicable disease.

**Medication, Vitamins, Special Diets or Supplements will not be given.**

### **PARENT PARTICIPATION**

1. If a parent needs assistance with a problem or has a complaint related to the preschool, he/she should contact the teacher first before addressing the issue with the principal.
2. Parents are always welcome to schedule a visit to their child’s classroom. During the school year, we will ask the parents to join us for special events.
3. There will be a time set in the fall for the teacher to meet with the parents to discuss their child’s needs and progress and to exchange information about the program.

### **ADMISSION POLICIES AND PROCEDURES**

1. The State of Ohio licenses the Cardinal Pacelli Preschool. The center is licensed to provide service to 16 three-year-old children, and 20 four-year-old children in class “A” and 13 four –year-old children in class “B”. A staff to children ratio is 2 adults to 20 children.
2. Any custodial parent, custodian or guardian of a child enrolled in the preschool can visit at any time.
3. The preschool’s licensing record, including but not limited to, compliance report forms from the department and evaluation forms from the health, building and fire departments that inspected the preschool are available upon request from the department.

### **ELIGIBILITY**

1. There shall be no restriction on the eligibility for reasons of race, color, creed, sex and/or place of national origin.
2. To be eligible for admission into the three-year-old class, children must be 3 years old by September 30<sup>th</sup> and toilet trained. (This includes pull-ups)
3. To be eligible for admission into the four-year-old class, children must be 4 years old by September 30<sup>th</sup>, toilet trained (this includes pull-ups) and plan to attend Kindergarten.
4. All participants in the preschool program shall comply with the health regulations set forth in State Codes.
5. All children must be toilet trained.
6. There will be one Monday-Friday morning class, with the option of full day sessions, as indicated during enrollment, for the 4-year-olds who will be entering Kindergarten the following year. One Monday-Friday morning class will be held for the 3-year-olds, with the option of 2, 3 or 5 days/week, as indicated during enrollment.

### **DAYS AND HOURS OF OPERATIONS**

The Cardinal Pacelli Preschool will operate its morning 4-year-old session from 8:00 a.m. – 11:00 AM., and children have the option to stay until 2:30 PM as indicated during enrollment. The morning 3-year-old session will be from 9:15 p.m. – 11:45 AM. The school will be open the day after Labor Day in September and close the Friday before Memorial Day in May. Holidays will be the same as Cardinal Pacelli School.

You are responsible for your child being picked up at the designated times. In the event of being late to pick up your child, the teacher reserves the right to charge a late fee that must be paid directly to the teacher by the next day. The late fee charges are as follows:

- \$15 for being 1-15 minutes late
- \$1 additional for each additional minute over 15 minutes late

### **CONFERENCES**

Preschool conferences will only be held in November, unless otherwise requested by a parent or a teacher. Dates will be announced each year.

### **FEES AND REGISTRATION**

1. There is a \$205.00 non-refundable registration fee. This fee is due upon registration. Completed paperwork and payment of this fee are needed to guarantee placement in the program.
2. Tuition is \$2,650.00/year per student for the 4-year old class (5 half days), (additional \$1350.00/year for 2 half days), (additional \$1870.00/year for 3 half days), (additional \$2185.00/year for 4 half days) and (additional \$2495.00/year for 5 half days). For the 3-year-old class, tuition is \$1,400.00/year (2 days), \$1,945.00/year (3 days), and \$2,595.00/year (5 days).
3. Tuition payments are made in full (by July 15), in two installments (July 15 and December 15), or in ten installments (the 15<sup>th</sup> of the month, July-April).

### **WITHDRAWAL AND REFUNDS**

1. If the child is withdrawn from the preschool for any reason, the parent must notify the teacher and the Office Manager in writing 30 days in advance of the date of withdrawal.

### **CLOSING OF PRESCHOOL FOR SNOW AND OTHER EMERGENCIES**

1. In the event of bad weather, the preschool will follow the schedule of Cardinal Pacelli School. If Cardinal Pacelli is closed, Preschool and PreK will be closed. If Cardinal Pacelli is on a delay Preschool and PreK students will report to school at the time indicated by the delay (Preschool at regular time if delay is earlier than regular drop off time). If the weather gets bad during the day, parents will be contacted by phone only if the principal decides to close school.
2. Closing in the event of an emergency will be at the discretion of the principal. You will be notified by phone.
3. The Cardinal Pacelli Preschool and PreK will not make up any missed days due to snow or other emergencies.

### **QUESTIONS REGARDING PRESCHOOL LICENSING**

If you would like to obtain copies of inspection reports of the program or would like to file an official complaint with the Ohio Department of Education, please contact:

Ohio Department of Education  
Center of Students, Families, and Communities  
Columbus, Ohio 43215-4183