



St. Francis de Sales Preschool Parent Handbook

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Director: Michelle Burd

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Preschool Address: 40 Granville St./Newark

Hello to You!!

Welcome to what promises to be another WONDERFUL year here at St. Francis de Sales Preschool! We are incredibly excited to introduce new students to our preschool family! As we begin this new year, we pledge to you...our parents and students...that this will be a fantastic year of engaging, meaningful and enjoyable activities in our classrooms, along with some fun and special times throughout the year, and definitely a year of encounters with Jesus Christ, our Savior and King.

This school year, we will continue to build upon and refine our foundation of Christ's works in our school and community as well as continue to build upon our tradition of excellence in education. We believe each child is unique and is created in God's image. Because of this, we are excited to offer opportunities to:

- Develop Christian character
- Build confidence
- Encourage language and speech development
- Learn how to live in community through social interaction with others
- Know God's truth through bible stories and concepts
- Enhance awareness of God's world

Again, we welcome you! We are a place with much energy, enthusiasm and high standards of excellence! The staff and I look forward to a very positive and productive year together.

Christ is the reason for our school...may His graces be bountiful!

Michelle R. Burd

Director of Preschool

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Introduction

The St. Francis de Sales Preschool is part of St. Francis de Sales Parish. The Preschool Director works with the Pastor on all issues that impact the educational, religious, emotional and social development of children in the Preschool.

Due to the Department of Education Licensing Standards regarding preschool programs, the policies governing St. Francis de Sales Preschool are separate from St. Francis de Sales Catholic Elementary School.

Philosophy

The Preschool staff strives to honor, celebrate and nurture the growth and learning of each child by offering various opportunities to use existing skills and to develop new ones. St. Francis de Sales Preschool focuses on the development of the whole child in a safe and loving environment.

To enhance the development of the whole child, we endeavor to:

- Nourish spiritual development
- Support children in becoming active and confident learners
- Focus on children's play
- Respond to children's developmental needs and interests
- Engage children with interactive materials
- Adapt to children's learning needs and interests
- Recognize families as children's first teachers

Our integrated curriculum addresses the developmental stages and processes taking place within the heart, mind and body of the child. The academic needs, social needs, moral needs and creative needs of the child are supported while keeping in mind the teachings of Jesus.

Our Mission

The mission of St. Francis de Sales Preschool is to Live, Love and Learn through Christ and His teachings.

Religious Education

The aim of St. Francis de Sales Preschool's Religion program is to help develop Christian values. Religion is not a separate entity and is a part of all aspects of life. Therefore, Religion is integrated with other subjects that teach appreciation and a respect for all racial and ethnic groups, the value of peace and justice, social awareness and moral responsibility. Religion must help the child relate to all people of our world, accepting their differences and appreciating their values as children of God. Families of all religious backgrounds are welcome to participate in our program.

The spiritual formation program used in our preschool is the Catechesis of the Good Shepherd (CGS). This program originated in Italy by Sophia Cavaletti and Gianna Gobbi. This catechesis is based on the conviction that God and the child are in a relationship and, regardless of their environment, each child has a deep need to experience the presence of God. While there is no "textbook" to work from, the children use hands-on material that reinforces lessons introduced during time in our Joyful Child Prayer Atrium.

It is important to remember that a preschool child's understanding of the Catholic faith requires a great deal of abstract thinking and understanding of complicated concepts and situations. Therefore, as teachers, we will try to bring the Catholic faith to their level of understanding by using concrete examples and/or activities that they can relate to their daily lives. Daily prayer, trips to the church and the teachings of Christ are a few examples of the integration of religion.

Curriculum Goals

As teachers, we observe, plan and structure play experiences in a safe Catholic Christian environment that will further enhance and facilitate growth and development for each child.

We strive to:

- Help children grow socially, emotionally, physically, morally and intellectually through a safe and developmentally appropriate child-centered program.
- Provide a sense of self-worth while enhancing self-confidence and self-esteem in all learners.
- Encourage each student to express him/herself as an individual through language development and creativity
- Encourage students to successfully function in a group of peers through cooperation, sharing, friendship and Christian values.
- Offer experiences that promote, support and encourage emergent literacy.
- Provide concrete experiences with learning activities that promote experimentation, creativity and problem solving.
- Create an environment that acknowledges and continues the natural learning process, curiosity and enthusiasm inherent in all young children.
- Model a cooperative and supportive partnership between children, teachers, parents and the St. Francis de Sales school community, establishing a positive connection between home and school.

These curriculum goals will be met through:

- A curriculum which is aligned to the Ohio Early Learning Content Standards using the framework of *The Creative Curriculum*, The Diocese of Columbus Religion Graded Course of Study, as well as the use of the Catechesis of the Good Shepherd (CGS).
- Planned activities in the areas of: language, math, science, social studies, religion, creative arts, motor, and social and emotional development.
- Flexibility to change planned activities according to the needs of the children.
- A daily schedule plan that provides opportunities for children to explore indoor and outdoor, individual and large group, and quiet and active play.
- Assessment will be made using the Developmental Curriculum.

Staff/Child Ratio

The staff/child ratio at St. Francis de Sales Preschool exceeds the Ohio Department of Education Standards and is as follows:

2:12 Ages three & four Class

2:14 Ages four and five, Pre-Kindergarten Classes

The Ohio Department of Education Standards are as follows:

1:12 Ages three and four (mixed ages)

1:14 Ages four and five

St. Francis de Sales Preschool is in compliance with the standards developed for early childhood programs by the Ohio Department of Education. The ODE Standards and information are located in the Director's office and at education.ohio.gov.

St. Francis de Sales Preschool Staff Directory

Mrs. Michelle Burd – Administrative Director/Catechist for CGS & Atrium/Pre-Kindergarten Archangels Class A Head Teacher/Archangel afternoon Teacher

Preschool Office Hours: Monday – Friday, 7:45am to 3:30pm

Mrs. Maureen Keck – 3- and 4-year-old Seraphim Head Teacher **and** Archangel afternoon Teacher

Preschool Office Hours: Monday – Friday, 7:45am – 11:30am and 1:15pm – 3:15pm

Mrs. Jennifer Smith – Pre-Kindergarten Archangels Class B Head Teacher

Preschool Office Hours: Monday – Friday, 7:45am – 12:30pm

Miss Julie Keck – Seraphim Afternoon Teacher

Preschool Office Hours: Monday – Friday, 11:30am – 5:00pm

Mrs. Diane Martin – Pre-Kindergarten Archangels Class A Teacher Assistant

Monday – Friday, 8:00am – 12:30pm

Mrs. Beth Yehle – Pre-Kindergarten Archangels Class B Teacher Assistant

Monday – Friday, 8:00am – 12:30pm

Mrs. Carolina Lavery -3- and 4-year-old Seraphim Teacher Assistant

Monday – Friday, 8:00 – 12:30pm

Admission & Fees

A child is eligible to enroll in the St. Francis de Sales Preschool program if he/she is **at least three years of age and is FULLY toilet trained at least one month prior to the start of school**. The admission policies that direct St. Francis de Sales Catholic Elementary School will also direct admission to the Preschool.

2018/2019 Tuition Fees:

Program Description	Half Day Fee	Full Day Fee	Other Fees
Seraphim A: 2-day option; Monday and Wednesday OR Tuesday and Thursday	\$1,650	\$2,400	\$225
Seraphim A: 3-day option; Monday, Wednesday, Friday	\$2,035	\$3,135	\$225
Seraphim B: 5 days; Monday – Friday	\$2,800	\$3,800	\$225
Archangels Pre-K: Monday – Friday	\$2,800	\$3,800	\$225

*Classes will be closed at the Preschool Director's discretion.

FACTS

For the 2018-2019 academic year we will use the FACTS service for all of our tuition billing. FACTS offers a convenient billing solution for the school as well as a convenient payment option for families.

Two ways to pay:

- Automatic Debit from your checking or savings account
- By Credit Card (a 2.75% service fee applies)

Three payment options:

- Paid in full by July 1, 2018 through Automated Clearinghouse (ACH), Credit Card or Invoice (\$150 discount per family awarded if this option is selected)
- Two payments by ACH or Credit Card due July 2018 and January 2019 (one-time processing fee of \$10 if this option is selected)
- Three to 11 payments starting July 2018 through May 2019 (one-time processing fee of \$45 if this option is selected). You may also choose one of two payment dates: the 14th of the month or the 28th of the month.

***If you are enrolled in FACTS already please log in and change your payment preferences and dates as desired. You will soon receive a bill through FACTS. If you are new to our school please log into the FACTS billing website at <https://online.factsmgt.com/signin/3WNKC> to complete your registration and set up your payment plan.

Failure to pay

All efforts should be made to resolve unpaid tuition balances. Consequences of non-payment include, but are not limited to:

- Conferences with the Pastor and/or the Preschool Director
- Refusal of registration enrollment for the following year
- Withholding progress reports and/or permanent records, etc.

Situations are handled on a case by case basis and are at the discretion of the Pastor and/or the Preschool Director.

Student Withdrawal

Parents who withdraw students from St. Francis de Sales Preschool must notify the Preschool office. All financial obligations must be met, outstanding fees paid and a request for release of school records completed and signed by the parents. All records will be forwarded to the receiving school as requested on the Release of Records form. A pro-rated tuition refund will be made only for students moving out of the area served by St. Francis de Sales after all outstanding fees are met.

Student Arrival and Dismissal

Arrival/Dismissal Times

Seraphim A & B Classes (3&4 yr. olds): 8:00am to 11:30am for **½ day**
8:00am to 3:15pm for **whole day**

Archangel Pre-K Classes (5 yr. olds): 8:00am to 11:45am for **½ day**
8:00am to 3:15pm for **whole day**

We do offer Extended Day Care hours from 3:15pm to 5:00pm for \$8.00 per day.

Arrival Policies

- Preschool teachers will be outside to **receive students from 7:45am to 8:10am.** *Please do not arrive before 7:45am.*
- At morning drop-off, **a preschool staff member MUST** be present to escort your child into the building. Elementary School Staff is not responsible for escorting or waiting with preschool students. If a preschool staff member is not present when you arrive, you **MAY NOT** park and wait. Rather, please exit the parking lot and return at 7:45am.
- **Students arriving after 8:10am** must be escorted to their classroom by the parent/caregiver. Please park your vehicle and enter the Parish Office at 40 Granville St. The parish secretary will give you a visitor's card to walk your child to their classroom. Teachers are not available to leave their classrooms after 8:10 due to staff/child ratio regulations. Please be respectful of this policy.

Dismissal Policies

- Students will be dismissed according to the schedule above at the Pearl St. door.
- Teachers will escort students to their vehicle and buckle them in. Please do not exit your vehicle.
- A Preschool staff member will escort Pre-K bus riders to the proper bus.
- Students will not be permitted to leave preschool without a parent or other designated adult.
- Teachers must have authorization to release a student to an adult other than a parent. Authorization includes e-mail, voicemail, or hard copy note. Last-minute verbal authorizations given at morning drop-off are not acceptable.

- Your child may be released to a contact person listed on their registration form upon your notification to us. **If we do not know this person, we will ask to check their ID.** This is for your child's protection as well as our own.
- If you are unable to pick up your child due to a genuine emergency, please call the preschool office at **745-345-4040 ext. 361**. The message will be delivered to the teacher.
- **Parents/caregivers are expected to pick students up promptly at dismissal.** Chronic violation of this expectation will result in the assessment of a late pick-up fee amounting to \$5.00 per every 15 minutes of tardiness. An invoice will be prepared and sent home.

Please be sure that everyone who will be picking up/dropping off is aware of our procedures.

Tardy Policy

Morning work and community time take place first thing in the morning and are essential to your child's cognitive development. Students who consistently arrive late tend to disrupt the learning momentum of the class as well as themselves. For this reason, we ask that any student who has not arrived by **9:00am** to please remain at home to rest and prepare for a prompt arrival the following day. *Health appointments and unforeseen emergency instances are exceptions to this policy.*

Extended-Day Care

A contracted individual will provide extended-day care from **3:15pm to 5:00pm** in our preschool. The fee for this service is \$8.00 per day. We ask that you pay in cash. An envelope containing the fee for the days you will be using this service **must be sent in on MONDAY of each week.** This helps us plan accordingly for the week. Please place the following on the front of the envelope:

- Name of child
- Days the child will be in extended-day care
- Amount of money in envelope

Daily Schedule

Morning Core Classes

8:00am – Arrival

8:30am – Morning Meeting

9:30am – Center Work

10:00am – Snack

10:30am – Gross Motor Time

11:00am – Center Work

11:30am/11:45am – Dismissal

Afternoon Classes

11:45am – Recess

12:00pm – Lunch

12:45pm – Rest Time

1:30pm – Afternoon Classes begin

3:15pm - Dismissal

Preschool Uniform Policy

Students attending St. Francis de Sales Preschool are required to wear uniforms.

BOYS

- Bottoms: Navy or khaki colored walking shorts OR navy or khaki colored pants (cargo type are acceptable). *Jeans, gym shorts and sweats are NOT permitted.*
- Tops: polos or t-shirts (long or short sleeve) in the following colors: black, white, gray (light or dark), navy, light blue or Kelly green. Shirts MAY NOT have large logos.
- Shoes: any type of tennis shoe. *Flip flops, sandals or cowboy/work boots are not permitted.* SOCKS must be worn with shoes.

GIRLS

- Dresses: St. Francis plaid jumpers, plain khaki or navy jumper, or navy polo dress (shorts or leggings MUST be worn under jumpers/dresses). Shirts worn under jumpers must be plain but can be blouse, polo type or t-shirts (long or short sleeve) in the colors listed below.
- Bottoms: Navy or khaki colored walking shorts OR navy or khaki colored pants (cargo type are acceptable). *Jeans, gym shorts and sweats are NOT permitted.*
- Tops: polos or t-shirts (long or short sleeve) in the following colors: black, white, gray (light or dark), navy, light blue or Kelly green. Shirts MAY NOT have large logos.
- Shoes: any type of tennis shoe. *Flip flops, sandals or cowboy/work boots are not permitted.* SOCKS must be worn with shoes.

Cold Weather Apparel

Our building can be rather chilly during the colder months. Plain sweaters, sweatshirts, fleeces and light jackets in uniform colors with *no logos other than the St. Francis de Sales logo* are permitted.

Inside Shoes

We respectfully ask that all children have a pair of slip-on shoes to wear inside the building (NOT SLIPPERS). These shoes must be closed toe and secure in the back. The students will independently change into their inside shoes before they go into the classroom. *Therefore, unless your child can **proficiently** tie their own shoes, please do not send laced shoes for inside wear.* Inside shoes help with the cleanliness of the carpet and floor and must remain at school throughout the school year.

Student Supplies/Personal Belongings

All students must have the following:

1. Folder – standard size to transfer papers to and from school. Please label with child's name.
2. Extra set of clothes – Each child needs a complete set of extra clothes including the following packed into a Ziploc bag labeled with the child's name:
 - 1 uniform shirt (seasonally appropriate)
 - 1 pair of uniform pants/shorts (seasonally appropriate)
 - 2 pairs of underwear
 - 2 pairs of socks

*Even if your child is completely toilet trained, we respectfully ask for an extra set of clothes. Often, non-toilet related accidents happen requiring a change of clothes. This extra set of clothes packed securely into a Ziploc bag will remain in the child's backpack throughout the school year. **Should any extra clothing become soiled, it must be promptly laundered and replaced in the child's backpack.***

3. Backpack/Book Bag – large enough to hold all of the above items as well as various projects made at school. Please label with the child's name.
4. Lunch/Snack Bag and water bottle – labeled with the child's name.
5. Clorox Wipes – please provide at beginning of the school year.

NOTE: Please label all of your child's clothes that could reasonably be removed during the course of a normal day (i.e. sweaters, sweatshirts, coats, hats, gloves, etc.)

Full Day Students must have the following:

- 1 small blanket for rest time
- 1 stuffed animal or "lovey" if desired to cuddle with during rest time. Any extra cuddle items will be sent home.

Laundry Policy

The preschool will provide a mat and sheet to be used during rest time. All cloth items (sheet, blanket, “lovey”) will be sent home in a small laundry bag with your child on Friday for the parent to launder in **hot, soapy water**. Please wash the bag as well. Place all laundered items back in the bag and return it with your child on MONDAY. Failure to launder rest time supplies will result in the following:

- **1st time** – A note will be sent home indicating the need for laundering items and bring back the next day.
- **2nd time** – A phone call will be made to the parents alerting them of the issue. You may be asked to come and collect the items to launder BEFORE rest time.
- **3rd time** – A laundry fine of \$5.00 will be assessed and billed to you as a staff member will need to launder the items before rest time. Fee must be paid in full the next day.
- **4th time** – Your child will not be permitted to remain in the full day program.

Please understand that the State of Ohio mandates that centers and schools providing full day care must launder sheets and blankets weekly. Violation could result in license revocation.

Snacks and Lunches

Snacks

- Parents/guardians are responsible for sending in a daily morning snack and drink for their own child.
- **IF your child is staying for the Extended Day Care program**, they may have an afternoon snack as well. Please indicate the morning snack by writing “AM” on it and the afternoon snack by writing “PM” on it. Since we are unable to provide refrigeration, please avoid sending perishable foods for afternoon snacks or provide your own ice pack.
- Please send nutritious and healthy snacks throughout the year. We ask that you avoid sending sugary drinks and juices. Water is always a good choice. **No candy** will be permitted during snack time. If found, candy will be confiscated and sent home with a note.
- Please also refer to Appendix A in the back of this handbook for suggestions on choosing from the basic food groups.

Lunches (All-day students only)

- All-day students **MUST** bring a lunch from home. Lunch food should be healthy and low in sugar.
- Per the State of Ohio Early Childhood Chapter 3301-37 of the Administrative Code Preschool Program Rules, **lunches must contain items from the following basic food groups:**
 - Meat /Protein group
 - Bread or bread alternative group
 - Milk group
 - Fruit/Vegetable group
- A microwave will be available to heat simple meals at lunch time only.

Milk Money (All-day students only)

All-day students may purchase milk to drink with their lunch. We offer **WHITE milk only**. If you choose to purchase milk, please **send in the money on the FIRST day of each week** in an envelope with the child’s name, amount of money inside and how many days they will be drinking milk. This helps us plan accordingly for the week. Milk costs \$.50 each.

Allergies

We are a peanut-free school. Please refrain from sending in food containing peanuts.

Guidance and Discipline Policy

At St. Francis de Sales Preschool, we believe the goal of all discipline is to guide children towards self-discipline. Self-discipline enables children to function independently and in a manner that respects each other and the classroom community. We want to help children learn caring and responsible behaviors by using positive guidance techniques such as problem solving, redirection, setting limits and natural consequences. The following positive guidance techniques will be used to promote self-discipline.

The teacher will:

- Provide parents with a discipline policy plan at the beginning of the year.
- Encourage children to do their own problem solving through reflective listening.
- Use positive suggestions and reinforcement.
- Encourage children to use their words.
- Emphasize and model desirable aspects of behavior
- Give children opportunities to make choices when appropriate.
- Communicate expectations and limits.
- Set developmentally appropriate limits and expectations.
- Explain reasons behind expectations.
- Be consistent.
- STOP any activity that may endanger the child or other children.

Discipline will be fair, immediate and consistent. The teacher will let the child know that it is the action that unacceptable, not the child. A child may be separated from the group (within sight and hearing of another adult) when he/she is unable to control his/her behavior or if that behavior infringes on the rights of others. Time outs are rarely, if ever, used.

When a child's consistent inappropriate behavior interferes with teachers and other children's rights or becomes a safety concern, the following steps may be taken:

1. Observation of the child by the preschool teacher and director
2. Parent-teacher conferences to discuss concerns and strategies
3. Implementation of a plan designed by the school and family
4. If these steps fail to bring a positive change, the child's participation in the program may be terminated.

As per Ohio Department of Education, all families and staff will receive the following discipline policy:

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

- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy should be on file at the center for review.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
 - b. No discipline shall be delegated to any other child.
 - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may gain control.
 - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
 - e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - g. Techniques of discipline shall not humiliate, shame or frighten a child.
 - h. Discipline shall not include withholding food, rest or toilet use.
 - i. 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.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Medication & Health Policies

Communicable Disease Management & Illness Policy

Any child or staff member exhibiting any of the following will be considered to be carrying a communicable disease and may not be in Preschool:

1. Diarrhea (3 or more episodes within a 24-hour period along with other indications of illness)
2. Vomiting (2 or more episodes within a 24-hour period along with other indications of illness)
3. Temperature of 99.5 degrees Fahrenheit or higher with NO fever reducing medication
4. Severe coughing (face turns blue or red and/or makes a whooping sound)
5. Difficult or rapid breathing
6. Cloudy, yellow or green discharge from the nose
7. Conjunctivitis (Pink Eye) until 24 hours of medication has been administered, if prescribed by a physician
8. Severe itching, skin rash, unusual spots or untreated, infected skin patches
9. Stiff neck
10. Lice, scabies or other parasitic infestation
11. Sore throat/difficulty swallowing (**even without fever**)
12. White pockets or red stripes down the back of the throat
13. Strep Throat (until 24 hours of medication has been administered)
14. Irregular loss of appetite
15. Gray or white colored stool
16. Child is overly tired, listless, irritable, less active than normal or seems unwell

Children should not attend Preschool if they are showing any signs of the illnesses listed. In addition, your child must be free from fever, vomiting, diarrhea, or other signs of illness for a period of 24 hours before returning to school. If a prescription has been prescribed for an infectious disease (i.e. Strep Throat, Impetigo, conjunctivitis) the child should receive at least 24 hours-worth of antibiotics and be feeling well before returning to school. Certain diseases require a specific recovery time frame. *Contact your doctor's office for guidance if you are uncertain.*

If a child becomes ill while at Preschool, they will:

1. Immediately be removed from the classroom and isolated from other children.
2. Be supervised and made as comfortable as possible in the Director's office with a bed mat and blanket
3. Be observed for further symptoms until the parent/guardian arrives.
4. Be picked up at the Preschool as soon as possible. Please find the full procedure plan in Appendix B in the back of this handbook.

Please notify the Preschool office if your child has a communicable disease. Parents will be notified of exposure to communicable diseases in writing.

Absences

Please call the Preschool office (740-345-4040 ext. 361) **by 8:30am** to report a student's absence. Please **DO NOT call the elementary school** office to do so.

Student Vacations

We ask to be given at least a week's notice when a student will be gone on vacation during non-holiday school weeks. We ask that parents communicate the specific days absent so we can plan accordingly. Parents can email, write a note, or call the Preschool office to let us know.

Health Immunization Policy

All immunizations and health records must be current as stated in the Ohio Department of Education Guidelines. The parent shall provide a Child Medical Statement signed by the child's physician affirming that the child has received a physical and a COPY of the immunization record to date. This report needs to be completed annually.

Medication and/or Vitamin Policy

The Preschool does not dispense medication and/or vitamins at school unless it is absolutely necessary. Examples include inhaler for asthma, Epipen for allergic reactions, and insulin. If medicine needs to be administered during class time, we must have:

- Proper written authorization form **from the doctor or dentist.**
- Original prescription container listing the child's name and instructions.
- Completed medication form including permission to give medication, dosage and time of need, duration of need and possible side effects.

Please see the Preschool Director for the medication forms and any questions.

Medical and Dental Emergency Plan

If your child has any kind of allergic reaction, is asthmatic or is subject to seizures, please inform the preschool prior to the first day of school. If a child is hurt while attending preschool and requires first aid or any emergency treatment, an incident report will be completed and signed by the director. One copy will be given to the parents and another copy will be kept on file in the office.

If a child becomes severely ill or injured while at school, the staff will immediately call 9-1-1 for emergency assistance. The physician or dentist listed on the child's emergency form will be

notified for any child taken to the hospital by the emergency squad. The parent or legal guardian will be immediately notified of the emergency situation. In the event that the parents cannot be reached, staff will call the listed emergency contacts that are listed on the child's emergency form. Please find the full procedure plan in Appendix C in the back of this handbook.

It is very important that all students maintain an up-to-date address and telephone number record at the preschool. Please notify the preschool office if you or your emergency contacts have a change of address or telephone number during the school year.

Life-Threatening Allergies or Conditions

St. Francis de Sales Preschool strives to provide a safe environment for students with life-threatening conditions or allergies. The preschool director will review all allergy information provided by the student's parents and/or physician and will consult the school nurse as needed. Each school year, parents and/or physicians will be required to complete and sign a **Health Care Action Plan** specific to the child's life-threatening allergy or condition. This plan will provide care instructions if there was a known possible exposure to the allergen. Medications will be stored in a designated area out of the reach of children. A teacher will administer medication as prescribed.

The preschool will not serve any foods that are known to produce life-threatening reactions to students (i.e. peanuts). Teachers will also refrain from using those ingredients in classroom projects. The classroom will also post the Health Care Action Plan for all children with life-threatening allergies or conditions.

The preschool staff will communicate and work with families ensuring staff are trained in recognizing allergy or condition symptoms and appropriate actions to be taken.

Safety Policy

A staff member in charge of a child or group of children shall be responsible for their safety. In order to keep children safe, the following practices are followed:

1. **No child is ever left alone** or unsupervised.
2. **A child will not be allowed to leave preschool until a parent** or designated person age 16 or older has arrived to pick him/her up. **In case of an emergency**, a staff member will contact a parent or designated contact person.
3. **In the event of an extreme emergency**, a staff member will call 9-1-1 or poison control.
4. **Every child must have an emergency authorization** form on file in the office.
5. **The classroom has a posted plan of evacuation** and tornado procedures. Fire drills are held monthly all year long. Tornado drills are held monthly during the spring. During these drills, children are moved to designated areas in a safe, quiet and orderly manner. A record of all drills is posted in the preschool office.
6. **During severe weather**, when tornado warnings are issued, the children will be accompanied by the teachers to the designated safe area. No one will leave until the warning has expired.
7. **A first aid kit is available in the classroom.** Staff members are required to complete training in first aid, CPR and communicable diseases.
8. **Plans regarding crisis intervention** and intruders into the school have been established. These plans are kept in each classroom for the use of the teachers.
9. **All medicines, cleaning materials and first aid supplies** are kept out of the children's reach. When an accident or injury occurs, or any event necessitating emergency transport of a child, an incident report will be completed.
10. **All visitors must sign in** at parish office before entering the preschool building.
11. **All doors of the preschool building are locked at all times.** A security system allows the preschool to view, communicate with and open the doors to the preschool.

Crisis Management Plan

St. Francis de Sales Preschool has implemented a school crisis management plan. This plan covers situations such as: Fires, Tornadoes, Evacuations or Bomb Threats, Intruder Lockdown, etc. The plan is located in every classroom and copies are also available in the preschool office as well as the elementary school office.

Designated Parent Pick-up Area in case of Crisis

If we are permitted to remain on school grounds, pick-up will remain on Pearl Street. If we are required to evacuate due to a crisis situation, you may pick up your child at:

First United Methodist Church

88 N. 5th St.

Newark, OH 43055

We will keep you posted on all crisis situations through phone calls, TV, radio stations, website and email as applicable to each situation.

Delay or Cancellation of School

- **Cancellation of school** takes place only during circumstances such as extreme weather, equipment failure or public crisis. **During inclement weather, St. Francis de Sales Preschool will close in conjunction with the closure of St. Francis de Sales Elementary School.** The Preschool Director will also email parents to let them know if school is delayed or cancelled.
- If school would have to be cancelled during the course of the school day, the Preschool Staff will notify parents/guardians through email and phone calls. Proper transportation must be arranged by the parents. Preschool **parents are STRONGLY encouraged to subscribe to FLOCKNOTES**, the school's email alert system, for cancellation and delay information. Please see the parish website to access instructions in signing up for FLOCKNOTES.
- In the event that St. Francis de Sales School is on a **2-Hour Delay**, the preschool will **begin school at 10:00am** with morning drop-off beginning at 9:45am. Dismissal times will remain the same.
- Please call to report your child absent if you choose not to attend as a result of a delay.

School closings will be announced on various radio stations and morning news shows. We will also use email to help communicate in a timely manner. **Please do not call the preschool office or the elementary office as there may not be anyone available to answer your call.**

It is always good to have a contingency plan in place and review it with your child, in case school is dismissed early due to severe weather or other emergencies.

Parent Communication and Involvement

Parent interest and involvement is important to a child's growth and development in school. Our program becomes richer as our families become more involved. We highly encourage families to participate. You are more than welcome to:

- Share special talents or traditions
- Volunteer in the classroom, as scheduled by the Preschool Director
- Communicate ideas, questions and concerns

Communication is critical for building a good relationship between teachers and families. You may reach the Preschool Director at **740-345-4040 ext. 361** or **email at mburd@cducation.org**.

Volunteering

We welcome and appreciate parent involvement. Volunteers can participate in many ways. Opportunities may include, but are not limited to, volunteering in the classroom, donating items for classroom parties or preparing projects at home. A volunteer sign-up sheet will be sent home at the beginning of the school year.

Please note that St. Francis de Sales Parish and School, in cooperation with the Diocese of Columbus, insists that **all volunteers be compliant with the Protecting God's Children requirements. Volunteers must attend a Protecting God's Children program and be fingerprinted by the diocese before working with children.** In addition, all volunteers must fill out a volunteer application and have that application on file in the Preschool office.

Parent/Teacher Conferences

Parent/Teacher conferences will be held at least twice a year, in January (this one is mandatory) and May. The Pre-K Archangel classes will meet an additional time in November. Conferences may be scheduled at any other time throughout the school year by the request of either a parent or the teacher.

Classroom Directory

Classroom directories with the child's name, parent/guardian's name, address and telephone numbers are compiled each fall. Each class list includes all parents who have given us permission to release their names and phone numbers. This list is given only to Preschool families and is not distributed in any other way.

General Information

Birthday Treats

Most children are delighted to share their birthday! We want to help make it a special day. You may bring in a special treat to share during snack time. We ask that you avoid items with peanuts and check to see if there are any other food allergies prior to bringing in the treat. Also, parents/guardians are invited to bring in their child's favorite storybook to share with the class on their special day. Those who have summer birthdays are welcome to choose another day to celebrate during the school year.

Toys from Home

The connection from home to school is important and often children want to bring toys from home. Children may bring things to share and discuss and then they will be asked to store them in their cubby. **NO guns, weapons or swords are permitted at the preschool at any time.**

We understand that children have security items such as blankets or animals that comfort them. We are open to children bringing in items to help with the transition from home to school as long as it does not interfere with activities and the classroom community. However, binkies are not permitted at any time. We will work together in supporting your child's needs.

Videotaping and Photography

The preschool children are photographed and occasionally videotaped for educational and evaluative purposes. These photographs are mostly used for documentation, portfolios and the preschool website, and occasionally for teacher training at education conferences on the local and state levels. Parents must sign a consent form before any photographs will be used in the public domain.

Records

Your child's records are available to you at your written request. The records of St. Francis de Sales Preschool children who plan to attend St. Francis de Sales Kindergarten will be passed on to the appropriate teacher. When children will be served by other agencies, a parent's request is required before we can share child information. All child and staff records are strictly confidential.

Child Custody Policy

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

Parents have the obligation to inform the Preschool immediately anytime the custody of a child changes. School officials will need to make a copy of the court order for the child's permanent record. Both the custodial and non-custodial parents are entitled to access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports or conferences without permission from the custodial parent.

St. Francis de Sales Preschool is in no way obligated to speak about the child's academic or behavioral record with anyone who is not the legal guardian of the child without the expressed permission of the parent/guardian.

Inspections

St. Francis de Sales Preschool is subject to fire, health and building inspections. Inspections are also made by the Department of Education to assess compliance with state regulations regarding all aspects of program operations. Copies of the report and inspections are available in the Preschool office.

Questions or Concerns

If, at any time, you have any questions or concerns regarding your child, please do not hesitate to contact the Preschool office at 740-345-4040 ext. 361 or email your child's teacher. The emails are as follows:

- Michelle Burd (Director/Archangels A Head Teacher): mburd@cducation.org
- Maureen Keck (Seraphim Head Teacher): mkeck@cducation.org
- Jennifer Smith (Archangels B Head teacher): jsmith@cducation.org

The reason why we are here is for your child! We love and care for them as if they were our own. Safety and well-being are the utmost priority for each one of our students. Please communicate with us as we are your team players for you and your child.

Appendix A

Reach for HEALTHY Choices of Snacks for Preschool

The St. Francis de Sales Preschool staff work diligently at emphasizing healthy food and drink choices with the children. We know that parents and teachers work as a team to keep your child healthy. All children are required to have their **own** healthy snacks/lunches for the preschool day. We ask that you choose from the following 4 four groups when packing snacks/lunches and avoid highly processed foods. Please consider some of the following suggestions:

Milk Group	Protein Group
Yogurt Cheese sticks/slices Fruit smoothies milk	Hummus Cold cuts/deli meat Hard-boiled egg Edamame Tuna Protein bars Cottage cheese Cheese Yogurt
Fruit & Veggie Group	Grain Group
Fresh cut fruit Fresh cut veggies (dressing optional) Veggie chips/straws Guacamole Applesauce Olives/pickles Raisins/dried fruit Bananas	Pretzels Muffins Pita bread Crackers Popcorn Dry cereal Cereal bars

*****Please be aware that we are a peanut-free preschool. This means no peanut foods allowed.***

Appendix B

PLAN FOR MANAGEMENT OF INFECTIOUS DISEASES

Policy for the care of ill child:

- Child will be isolated from other students and will be made comfortable, cared for, and supervised.
- Parent/guardian will be notified immediately and asked to come and pick up their child.
- The child's need for food, drink, rest, play materials and appropriate indoor activity will be met until parent's arrival.
- Classroom will be cleaned and disinfected in an appropriate manner.

Symptoms that require exclusion:

- Fever of 99.5 degrees. Child MAY NOT return to school until their temperature has been normal (98.6) for a full 24 hours WITHOUT fever reducing medication.
- Diarrhea – 3 or more episodes in 24 hours along with other indications of illness
- Vomiting – 2 or more episodes in 24 hours along with other indications of illness
- Severe coughing (coughing that causes a high pitched croupy or whooping sound)
- Difficulty breathing (caused by congestion)
- Pink Eye
- Severe itching of scalp or body
- Sore throat to the point of difficulty swallowing
- White pockets or red stripes down the back of the throat
- Irregular loss of appetite
- Gray or white colored stool
- Child is overly tired, listless, irritable, less active than normal or seems unwell

Policy for when an excluded child may return to school:

A previously ill and excluded child may return to St. Francis de Sales Preschool upon:

- Child's physician recommendation
- Licking County Health Department recommendation

A child with a contagious infection/illness requiring antibiotics must be on the required medication for a full 24 hours AND be symptom-free before returning to preschool.

Parents/guardians will be notified by the Director when any communicable disease has been introduced to the preschool. Handouts from the Licking County Health Department will be distributed if applicable.

Appendix C

EMERGENCY PROCEDURE POLICY

In an emergency, the child will be transported to **Licking Memorial Hospital** via ambulance (unless a different hospital is specified by the parent/guardian on the Child Enrollment Form).

For non-emergency injury or illness, the parents will be notified and the child transported to the hospital or physician by the parent.

Parent/Guardian Notification:

- **ACUTE EMERGENCY:** The director or lead teacher will notify the parent/guardian immediately by phone.
- **NON-EMERGENCY:** The director or lead teacher will notify the parent/guardian by phone.
- **IF THE PARENT/GUARDIAN CANNOT BE REACHED,** the director or lead teacher will contact the designated person on the Emergency Contact Form.

Field Trips:

First-aid kits and emergency contact forms will be taken along on all field trips.