

# PRESCHOOL HANDBOOK

## PHILOSOPHY

Saint Rose Preschool believes that children are unique individuals experiencing life and gathering information at their own pace. Young children grow and gather knowledge most effectively through concrete experiences. Jean Piaget's theories of development state that children learn through active exploration of an environment, rich in hands-on opportunities. Therefore, our goal is to create a stimulating "play" environment that encourages young children to observe, to be active, to make choices, and to experiment. The curriculum is designed to meet the needs of the "whole child." We strive to provide an environment that promotes this philosophy through the child's spiritual, cognitive, language, social, emotional, physical, and creative development. Children are born with an innate drive to learn. Believing parents are the first teachers, partnerships are developed with families for children to thrive and become lifelong learners.

Our religion curriculum (Stories of God's Love) supports fundamental Catholic faith concepts, such as loving God, ourselves, our families, our friends, and all living things. Taking care of God's earth and the gifts God has given us is an integral part of the child's learning environment. We believe that developing a positive self concept, feeling good about oneself and others, is of the utmost importance in nurturing the spirit within each child.

## GOALS

In keeping with our Philosophy, our goals are designed to help each child:

- \* develop an awareness of being a child of God and growing in God's love
- \* develop a positive self concept
- \* promote respect for self, others, and all living things
- \* grow creatively through "hands-on" experiences
- \* expand independence by providing opportunities to make choices
- \* use all senses in learning
- \* experience learning in a play environment that balances both active and quiet activities that encourage self reliance and confidence.

## Preschool Curriculum outlined with examples

The curriculum is aligned to the Toledo Catholic Diocese Preschool Curriculum and the Early Learning Contact Standards adopted by the Ohio Department of Education. This will support and nurture growth in spiritual, cognitive, language, social, emotional and physical development. Early



learning content standards for English Language Arts, Mathematics, Social Studies, and Science will also be interwoven through the daily curriculum. Our nurturing learning environment will support and meet the individual needs of each child by giving a balance of both quiet and active play throughout the day.

**A. Socialization**

1. Interaction through free play
2. Creative play/dress

**B. Language Development**

1. Singing
2. Group discussion/Circle Time
3. Stories
4. Learning conversational skills

**C. Music Appreciation**

1. Learning new songs
2. Rhythmic movement
3. Playing instruments
4. Creative expressions

**D. Pre-Reading Skills (Introduction to Academics)**

1. Math
  - a. Calendars
  - b. Basic counting skills
  - c. Amounts and space
  - d. Building/proportions
  - e. One-to-one correspondence
  - f. Recognizing numbers
  - g. Comparisons-forming sets
2. Reading
  - a. Alphabet recognition
  - b. Left to right movement
  - c. Top to bottom movement
  - d. Visual perception

**E. Christian Values in Everyday Living**

1. Stories of God's Love (Bible stories)
2. Learning to share
3. Family and Friends
4. Learning kindness and how to show that to everyday people through experiences



**F. Science**

1. Seasons
2. Magnets
3. Weather
4. Science and body
5. Motion and movement
6. Life cycles of butterflies, moths, frogs

**NON-DISCRIMINATION POLICY:** In accordance with Christian principles Saint Rose Preschool recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, ethnic origin, or handicap (if students can function in the environment) in administration of its educational policies. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated desegregation.

Saint Rose Preschool will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

**POTTY TRAINING POLICY**

All students must be potty-trained in order to attend Saint Rose Preschool. This includes independently undressing, wiping and dressing. Therefore, no diapering or pull ups may be used during the school day. If a student has a total of two accidents in five consecutive school days, a meeting with the teacher, preschool director, and parents will be held to create an action plan. The action plan will be implemented for a two week period to help with independent use of the restroom. If the action plan is not successful in two weeks, the student will be dismissed from the program. If a student has two accidents in one day, a parent/guardian will be called and the student will be sent home for the rest of the day. Therefore we encourage loose, comfortable clothing that a child can easily pull up and down by himself/herself to ensure a successful day.

**REST TIME/QUIET ACTIVITIES**

Children who stay for the full day will have a rest period after lunch. During rest time any child who does not fall asleep/wakes from nap will have the opportunity to engage in quiet activities such as coloring, drawing, reading a book, and/or using small manipulatives while resting on one's own cot. A child may also bring a small, soft comfort object such as a stuffed animal. All children will be spaced from head to toe and every effort will be made to place at least 6 feet apart.



## STAFF/CHILD RATIOS

We observe the following staff/child ratio according to State guidelines.

Age Staff/Child Ratio Group Size:

State Ratio	St. Rose Ratio
3 Yr. Olds One adult: 12 (1:12) 2:24	3 Yr. Olds One adult: 10 (1:10) 2:20
4 Yr. Olds One adult: 14 (1:14) 2:28	4 Yr. Olds One adult: 11 (1:11) 2:22
Kindergarten Readiness: 14 (1:14) 2:28 (1:13) 2:26	Kindergarten Readiness:13

**\*All ratios are subject to change if directed by state guidelines**

## PRESCHOOL STAFF

All preschool staff are required by the Ohio Department of Education to complete annual inservice training of Early Childhood Development. The staff has also been trained in Infant, child and adult CPR, first aid, AED, child abuse and communicable diseases. Everyone working in Saint Rose is required to complete a thorough BCI/FBI background check. All Teachers hold an Associate degree or higher in Early Childhood Education or related fields.

## EXTENDED DAY

We offer an extended day program for preschool. There is an annual \$50.00 registration fee per family. The before school program begins at 7:00 AM, and ends at 8:45 AM. The after school program begins at 3:30 PM, and ends at 6:00 PM. The extended day fee is \$6.00/hour. A \$1.00 per minute charge will be added after 6:00 PM. You must sign your child in and out. If you fail to do so, you will be charged the maximum number of hours for that day. Families will be billed on a monthly basis. Payment is due within 10 days from the billing date.

## ARRIVAL, DISMISSAL AND ABSENCE POLICY

Arrival: Children should arrive for their class between 8:45 and 9:00 AM. Specific arrival instructions will be given to the parents at the beginning of the school year.

Tardy: School begins at 9:00 AM. Any child reporting after the teachers are already inside must report to the school office for an admittance slip. Parents and students cannot be let in the Elm Street doors if they are tardy.

Dismissal: Our AM students dismiss at 11:30. Our PM students dismiss at 3:30. Specific pick-up instructions will be given to parents at the beginning of the school year.

Alternate Dismissal: The safety of your child is our primary concern. Therefore, any student going home with someone other than a parent/guardian must present a note giving permission for that person to



transport the child.

**Absence:** Saint Rose requires all parents to notify the school when a child will be absent. Parents should notify the office before 9:30 AM on the day of absence. If a parent knows their child will be absent on a particular day a note in advance would be greatly appreciated.

### **SCHOOL SUPPLIES**

Each family will be asked to supply items at the beginning of the school year, which will include paper products and art items. Parents will receive an itemized list in August. In addition, each child should have a **large backpack** to hold a lunch bag, change of clothes and a folder that can be completely zipped. Also, please have the child's name on the outside and a change of clothing in a zip lock bag inside. The change of clothing should include underwear, pants, shirt, and socks. The child should bring their backpack to school every day.

### **SNACKS/LUNCH**

Parents will provide daily snacks for their child. We encourage you to provide healthy nutritious snacks and a lunch (if applicable) each day your child is in session. **Please remember, we are a peanut free school.** We have non-perishable food items on hand if a child forgets or needs to supplement a snack or lunch.

### **BIRTHDAY CELEBRATIONS**

Birthdays are celebrated throughout the school year. The child's parent may bring in special juice boxes or a pre-packaged treat that is peanut free for the class on the child's special day. However a special treat is not necessary.

### **INVITATIONS**

As a Catholic school we strive to include all students in our activities. We ask parents who wish to send invitations to a party and would like them to be given out at school to either: include the entire class, or choose a specific gender. If the parent chooses not to include the entire group, we ask that invitations not be given out at school.

### **PARENTAL PARTICIPATION**

We believe that parents are one of the most important factors in the success of our preschool program. Opportunities for parents may include field trips, parties, events and conferences. If you would like to volunteer please ask about the diocesan Virtus requirements that are online on our website.

**Conferences:** Parent/teacher conferences will be offered twice during the school year, in the Fall and Spring.

**Communication:** Each child will be given a Home/School Folder to keep in



their backpack at all times. The folder will serve as a means of communication between home and school. The contents of the backpack will be checked daily for incoming correspondence by preschool staff and should be checked daily by parents/guardians. We also use a class website called Class Dojo. This is a communication tool that allows teachers and parents to partner and create an open line of communication for emailing, and posting important events throughout the school year.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to monthly school calendars, newsletters, progress reports, and other school-related information. The non-custodial parent is responsible to supply the director or teacher with self-addressed stamped envelopes for the year (12 in all). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Class Roster:** A list of the names, addresses and telephone numbers of the parents or guardians of children attending the preschool are available upon request by a parent with a child in the class. The roster will not include the names, addresses or telephone numbers of any parent or guardian who requests his/her name not be included.

### **CLOTHING**

In order for your child to have freedom of movement and participate in all the varied activities, please dress your child in comfortable play clothes and shoes. A change of clothing should be kept in a ziplock bag and stored in your child's backpack at all times (seasonally appropriate). This should include a shirt, pants, underpants and socks.

### **TOYS FROM HOME**

We ask that children leave their special toys at home or in the car. We cannot be responsible for them.

### **FIELD TRIPS**

Classroom field trips are arranged by the classroom teacher and approved by the principal. Transportation will be provided by the parent/guardian to and from the destination. Parents are required to accompany their child for the duration of the field trip. If you are unable to take your child on the field trip, you are responsible for your child's care that day.

### **SCHOOL SCHEDULE**

The Preschool is in session for ten months (August - May), and follows the same calendar as Saint Rose School.



## **PRESCHOOL VISITATION**

Before preschool begins, we offer individual classroom picnics for families and preschool staff. In addition, we offer a parent orientation night where we go over our handbook, policies and procedures for preschool.

## **TRANSITIONING**

Children enrolled in our preschool, moving onto kindergarten at Saint Rose school, will have the opportunity to visit the kindergarten classrooms and meet the teachers in the spring. This experience is intended to help the students transition comfortably into the elementary school setting.

## **INCLEMENT WEATHER DAYS**

If Perrysburg schools are closed or delayed due to conditions such as fog or snow we will be closed or delayed also. If weather conditions cause a delay, the morning class will attend from 11:00-12:30. Those that attend all-day will be from 11:00-3:30. The half-day Kindergarten Readiness will attend from 11:00-12:30. The all-day Kindergarten Readiness will have class from 11:00-3:30.

## **MEDICAL EXAMINATIONS**

A complete physical examination by a licensed physician and a copy of the child's immunization record is required by the Ohio Department of Education **in order to attend the first day of preschool**. If a parent chooses not to vaccinate their child, an exemption signature must be provided by the child's pediatrician on the child's medical statement. **The physical examination must have occurred within 12 months prior to the beginning of the school year and renewed annually.**

### **Healthcek services for children under 21**

If your children are enrolled on Ohio Medicaid, Healthcek services are available to them. Healthcek is Ohio's Early and Periodic Screening Diagnosis and Treatment program. It is a service package for children enrolled on Ohio Medicaid. For more information please call (800) 324-8680.

## **ILLNESS, COMMUNICABLE DISEASE AND EMERGENCIES**

The Communicable Disease Chart published by the Ohio Department of Health is posted in each classroom. Staff members have completed the courses on Communicable Disease, First Aid, CPR and Child Abuse Prevention. A handbook describing signs and symptoms of illness, hand washing and disinfecting procedures is available for staff and parent



information.

Illness: A staff member who is ill or becomes ill will be sent home and a substitute teacher will be contacted to replace her. Saint Rose will care for a child who is experiencing minor cold symptoms but who is not exhibiting any of the communicable disease symptoms. If a child has or develops any of the communicable disease symptoms during class, parents will be notified and the child will be isolated, with the school nurse or an assistant, until the parent arrives. A letter will be sent home to all the parents to inform them their child might have been exposed to a communicable disease.

Communicable Disease Symptoms:

- Diarrhea (more than one abnormally loose stool within a 24 hr. period)
- Vomiting
- Sore throat or difficulty swallowing
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Temperature of 100°F taken by the auxiliary method when in combination with any other sign of illness
- Difficult or rapid breathing
- Stiff neck
- Yellowish skin or eyes
- Evidence of lice, scabies, or other parasitic infestation
- Conjunctivitis/Pink Eye
- Green/Yellow discharge from nose
- Untreated infected skin patches, or unusual spots or rashes
- Unusually dark urine and/or gray or white stool

Please contact the school if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness.

A child may return to school upon verification from the parents that the child has been free from the communicable condition for a 24 hour period, or in accordance with the minimum control standards listed on the Communicable Disease Chart as established by the Ohio Department of Health.

Emergencies: In case of accidental injury, the teachers will call the school nurse. The nurse will assess the severity of the injury. Minor accidents will be treated with first aid procedures. In case of an emergency, an attempt will be made to notify the parents at home and/or at work. If the parents cannot be reached, emergency contacts indicated by the parent on the emergency or registration form will be contacted. Then an action will be taken according to instructions given by the parents on the emergency sheet.

Emergencies and accidents will be recorded in an Incident Report by the





school nurse or preschool staff member. A copy will be filed with the nurse or preschool teacher and one shared with the parent or guardian. Medication: Medication including aspirin, cold medications and prescriptions, will not be administered by any staff member.

### **CHILD ABUSE POLICY**

The Director and each employee is required by law to immediately notify the local public children service's agency when they suspect that a child has been abused or neglected.

### **SPECIAL NEEDS**

The teacher of young children has the unique opportunity to observe the individual learning styles of each child as he/she enters the school experience. It may become apparent to the teacher that some children have special needs which require special intervention. The teacher would act as a referral source for further evaluation.

### **DISCIPLINE POLICY**

Saint Rose Preschool believes in using a positive approach to discipline. We believe that by encouraging good behavior, we help teach the children respect for self and others. Constructive, developmentally appropriate child guidance and management techniques will be used at all times. The techniques include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Physical punishment will never be used as a means to modify negative behavior. Parents will be notified of the behavior issues and a conference may be necessary to establish an action plan. The director may require the parents to withdraw a child if placement in the preschool is not in the child's and/or the school's best interest.

We are committed to providing a safe environment for all students and staff. Behaviors that are harmful to other children and staff include but are not limited to punching, pinching, biting, spitting, and kicking.

### **SAFETY RULES**

For your child's safety the following rules have been established:

1. No child will ever be left alone or unsupervised.
2. No child will be allowed to cause bodily harm to other children or staff members.
3. A teacher or aid will be with the children during arrival/dismissal times.
4. No child will be released to a person not authorized by a parent or guardian. We must have a written authorization for changes in this respect. All visitors must enter the main door to be buzzed in and given a visitors pass.
5. Staff members have immediate access to a telephone in case of



- emergency.
6. Emergency numbers are posted by the telephone, along with the fire, emergency and weather alert plans.
  7. Monthly fire drills are conducted and a record of these is kept at school. All exits are marked. A fire alarm system is in working order.
  8. Tornado drills are held in season.
  9. An Incident Report shall be completed and a copy shall be given to the parent the day an accident or injury occurs.
  10. Spray aerosols shall not be used when children are present.
  11. Electrical outlets in the hallway and classrooms are covered when not in use for the children's safety and are tamper resistant.
  12. All hazardous materials will be stored and kept out of children's reach and properly disposed of.

Saint Rose follows the guidelines set forth by the Ohio Department of Education Rules for Preschool Programs.

Saint Rose School's most recent compliance report and license is posted in each classroom with phone numbers listed below to report any concerns, complaints and/or violations.

## **SCHEDULE AND TUITION**

### **2023-2024 Saint Rose Preschool Tuition:**

**3 Year Old: These programs are for children who will be three by September 30, 2023**

P3-2AM	Tuesday/Thursday 9am-11:30am	\$1,690/\$169 monthly
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P3-3AM	Monday, Wednesday, Friday 9am-11:30pm	\$2,440/\$244 monthly
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P3-3 Full Day	Monday, Wednesday, Friday 9am-3:30am	\$3,850/\$385 monthly
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**4 Year Old: These programs are for children who will be four by September 30, 2023**

P4-3 Full Day	Monday, Wednesday, Friday 9am-3:30am	\$3,850/\$385 monthly
P4-5AM	Monday- Friday 9am- 11:30am	\$3,550/\$355 monthly
P4-5 Full Day	Monday - Friday 9am-3:30pm	\$5,330/\$533 monthly

**Kindergarten Readiness: This program is for children who will be five by September 30, 2023**

**\*An application is required\***

KR Half Day	Monday-Friday 9am-11:30am	\$3,550/\$355 monthly
KR All Day	Monday-Friday 9am-3:30pm	\$5,330/\$533 monthly

**Registration Fees**

- \$75 per student is due at the time of registration, no later than April 1st (an increase may apply after April 1st)
- \$50 SMART Tuition fee per family/account is due at the time of registration

*All families are required to establish a SMART Tuition account for the 2023-2024 academic year, no later than April 15, 2023. Through SMART Tuition, families can establish a 10-month payment schedule, August through May. If tuition is paid in full no later than June 1, 2024, the \$50 SMART*



*Tuition fee will be credited to your account. The school code for SMART Tuition is 12961.*

Age of group: Children enrolling in any of the programs offered must be the age of the group by September 30<sup>th</sup>.

In Session: The Preschool will be in session for ten months, August - May.

Fees: Each child is enrolled for the entire school year of ten months. If circumstances arise that a child must withdraw, a one month notice would be appreciated. When a student withdraws within any given month, full tuition is expected for that month. Please inform the director if you need to withdraw your child.

No refund or credit is given for illness, family vacations, scheduled school holidays, weather days or vacation periods.

Tuition: Tuition may be paid in full or a tuition payment plan set up by May 1st. Please make checks payable to SAINT ROSE SCHOOL.

Registration: A registration/activity fee of \$75.00 is payable when you enroll a child for the school year. This fee is neither refundable nor applicable toward tuition. Students are accepted in the order that registration and fees are received along with the child's birth certificate, and social security number. Our registration for the 2024-2025 school opens as follows:

1. Current Preschool families: January 16, 2024
2. Saint Rose Parishioners: January 23, 2024
3. Public Registration: January 30, 2024

Mrs. Kimberly Tishler (419) 874-5631

Dr. Bryon Borgelt (419) 874-5631

Mrs. Margie Sankowski (419) 874-5631

Catholic Youth and School Services (419) 244-6711

Ohio Department of Education (614) 466-0224

Department Ombudsperson (877) 644-6338

