

PRESCHOOL HANDBOOK

PHILISOPHY

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 actual experiences. Jean Piaget's theories of development in your children 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." Activities, events, and experiences will be incorporated to enhance the child's spiritual, cognitive, language, social, emotional, physical, and creative development.

Very basic religious concepts, such as loving God, ourselves, our families, our friends, and all living things are fundamental to the curriculum. 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 is nurturing the spirit within each child.

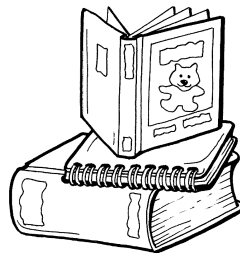
GOALS

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

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

CURRICULUM

The school curriculum is based upon the Course of Study issued by the Superintendent of Catholic Schools for the Diocese of Toledo. The framework of the curriculum is to 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 be interwoven through the daily curriculum. The Course of Study supports the common core standards issued by the Ohio Department of Education.



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 student 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 dressing/undressing and wiping.

If a student has two accidents in one day, a parent will be called and they will be sent home for the day.

If a student has two accidents in five consecutive school days, a meeting with the teacher, director and parents will be held to create an action plan. The action plan will be implemented for a two week period. If the action plan is not successful in the two weeks, the student will be dismissed from the program.

SCHEDULE AND TUITION

Preschool (3 Year Old)

Tuesday & Thursday AM	(9:00-11:30)	\$1320
Tuesday & Thursday Blended	(9:00-3:30)	\$2250
Monday, Wednesday, Friday AM	(9:00-11:30)	\$1920
Monday, Wednesday, Friday Blended	(9:00-3:30)	\$2930

Preschool (4 Year Old)

Tuesday & Thursday ALL	(9:00-3:30)	\$2250
Monday, Wednesday, Friday AM	(9:00-11:30)	\$1920
Monday, Wednesday, Friday Blended	(9:00-3:30)	\$2930
Monday, Wednesday, Friday ALL	(9:00-3:30)	\$2930
Monday-Friday AM	(9:00-11:30)	\$2270
Monday-Friday Blended	(9:00-3:30)	\$4180

Kindergarten Readiness

Half-Day Kindergarten Readiness	(9:00-11:30)	\$2930
Full Day Kindergarten Readiness	(9:00-3:30)	\$4180

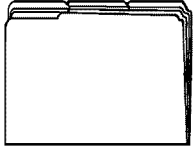
Age of group: Children enrolling in any of the programs offered must be the age of the group by September 30th.

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

Fees: Each child is enrolled for the entire school year of nine 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 \$125.00 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 policy follows:

1. Preschoolers and Saint Rose Parishioners : December 2018.
2. Public Registration: January 2019.

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	Kindergarten Readiness: 12 (1:12) 2:24

Blended Afternoons

This extended day option, staffed by a preschool teacher, will combine 3 & 4 year olds for lunch, rest time and a project/play-based afternoon from 11:30am to 3:30pm

Extended Day

We offer both a Before School Program and an After School Program. There is an annual \$50.00 Registration fee per family. Before School Program begins at 7:00 AM, and ends at 8:45 AM. After School Program begins at 3:30 PM, and

ends at 6:00 PM. The Extended Day fee is \$5.00/hour. A \$1.00 per minute charge will be added after 6:00PM. You must sign your child in and out. If you fail to do so, they 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 the AM class between 8:45 and 9:00, the PM class between 12:55 and 1:00. Specific arrival instructions will be given to the parents at the beginning of the school year.

Tardy: School begins at 9:00 and 1:00. 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 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: The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the office before 9:30 AM or 1:00 PM 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 backpack with their name on the outside and a change of clothing in a zip lock baggie inside. The change of clothing should include underwear, pants, shirt, and socks. The child should bring their backpack to school every day.

SNACKS

Parents will provide daily snacks for their child. Two foods from the four food groups should be sent in for the child's snack. Each family will receive a healthy snack list at orientation. Cookies, candy, cake or peanut products will not be served to the children.

LUNCH

Lunch time is a relaxed, social time. Parents will provide a daily lunch for all-day students. Parents are to pack a lunch that meets all dietary needs, including items from each of the food groups. Parents will provide food, icepack, drink, straw, napkins and utensils. No microwaving or refrigeration is available. All food items must be nut free. Each family will receive a healthy lunch list at orientation.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated throughout the school year. The child's parent may bring in special juice boxes or a pre-packaged treat for the class on their child's special day. Children with summer birthdays will have their celebration on their half birthday. A special treat is not necessary. In the past, parents have enjoyed purchasing a special book or toy for the preschoolers to use at school from their child. Each teacher has a Birthday Wish List, if you are interested.

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

Classroom: Parents are encouraged to observe or join our classes. We believe that parents are one of the most important factors in the success of a preschool program. We want to invite our parents to take an active role by participating in the classroom as often as their schedule allows. Classroom visitation needs to be prearranged with the teacher at least one week in advance. If you have a musical background, play an instrument, speak another language, have a skill or talent, please share with us!

Conferences: Parent/teacher conferences will be held 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. 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 school staff and should be checked daily by parents/guardians. A monthly calendar, newsletter and notes will keep parents informed of our many activities. Parents are welcome to submit items for the newsletter at any time. 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.

Events: Parents are invited to attend the family picnic, field trips, Parents' Evening Out, Dad's Night Out, Mom's Night Out, and parties with their child throughout the year.

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

Our days will be filled with lots of play and fun activities. These activities range from painting to playing games outside. 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. That way your child does not have to worry about getting good clothes dirty.

TOYS FROM HOME

We ask that children leave their special toys at home or in the car. We cannot be responsible for them. If you have a book or CD that may be shared with the class, we ask you to put your child's name on it and leave it in the classroom for several days. Any time you have something to share that will enrich our program, please let us know.

No Guns, War Toys, or Other Toys of Destruction: These items are taboo in our school. A child must have a means to express feelings of aggression. We suggest play dough to pound (manual dexterity), hammer and nails to use (good for visual-motor perception), art materials, finger paints and musical instruments.

FIELD TRIPS

School-sponsored field trips are arranged in advance with the principal. Written permission from a parent is necessary before a child may participate. Permission forms will be provided by the school and ONLY this form will be accepted as permission for the trip. Children will wear name tags which contain the name of the school, address, and phone number. A staff member, trained in first aid, will accompany the group, along with a First Aid Kit and the Emergency Medical Authorization Form of the children. A ratio of one adult for every 5 students will be maintained on field trips with the help of parent volunteers.



SCHOOL SCHEDULE

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

INCLEMENT WEATHER DAYS

If weather conditions are such as to cause delay or cancellation, the announcement of Perrysburg Schools includes Saint Rose Preschool and the procedure will be as follows: A decision will be made as early as possible and television stations and as many radio stations as possible will be notified. **If Perrysburg schools are closed or delayed due to 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 and the afternoon class will attend from 2:00-3:30. The half-day Kindergarten Readiness will meet at the normal class time of 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 is required in order to safeguard each child enrolled in the preschool. All children must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella and HIB. The physical examination must have occurred within the 12 months prior to the beginning of the school year.

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 Red Cross courses on Communicable Disease, First Aid and Child Abuse Prevention. A handbook describing signs and symptoms of illness, hand washing and disinfecting procedures is on hand for staff and parent information.

Illness: A staff member who is ill or becoming 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 diagnosed communicable disease.

Communicable Disease Symptoms-

- Diarrhea (more than one abnormally loose stool within a 24 hr. period)
- 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
- Lice infestation
- Conjunctivitis or Pink Eye
- Green/Yellow discharge from nose
- Untreated infected skin patches
- 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 complimenting and 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, and shall 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 of which to modify negative behavior. An explanation of the procedures used when dealing with a severe behavioral problem is available upon request from the director. The director may require the parents to withdraw a child if, in

her opinion, placement in the preschool is not in the child's and/or the preschool's best interests.

Saint Rose Preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- "There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other 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 shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program."

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.
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.
5. All visitors, including parents, are to report to the school office before entering the preschool.
6. Staff members have immediate access to a telephone in case of emergency.
7. Emergency numbers are posted by the telephone, along with the fire, emergency and weather alert plans.
8. Monthly fire drills are conducted and a record of these is kept at school. All exits are marked and a fire alarm system is in working order.
9. Tornado drills are held in season.

10. An incident report shall be completed and a copy shall be given to the parent the day an accident or injury occurs or when an incident necessitates the administering of syrup of ipecac.
11. Spray aerosols shall not be used when children are present.
12. Electrical outlets are covered when not in use.

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 the preschool hallway with phone numbers listed at the bottom to report any concerns, complaints and/or violations.

To report any concerns, complaints and/or violation, the following steps are available:

Mrs. Heidi Dulaney 419-874-5631, Dr. Bryon Borgelt 419-874-5631, Catholic Youth and School Services 419-244-6711, Ohio Department of Education (614)-466-0224, Department Ombudsperson (877) 644-6338

If a parent would like a copy of the program's compliance report or fire inspection they should contact the Director at 419-874-5631.