

St. Columbkille School  
Little Knights Handbook:  
Preschool/Prekindergarten



Welcome to St. Columbkille Little Knights! Thank you for sending your child to our school. We appreciate the trust and confidence you have given the St. Columbkille Preschool and Prekindergarten program, which strives to develop the mind, body, and soul.

Our Handbook includes basic information, policies, and procedures of our program. To operate our school effectively, we ask that you read and become familiar with the Handbook. Please take the time to read it carefully and refer to it throughout the year.

We are very proud of our Catholic School. St. Columbkille School is an extension of your role as the primary educator of your child. This being the case, you must be exemplary in the practice of your faith. Regular attendance at Mass and participation in school and parish activities are encouraged.

Jesus said, "Let the little children come to me." Our program will emphasize the love and teaching of Jesus. If you have any questions or concerns, please let us know. We look forward to working with you and your child as we begin their first stage of Catholic Education. God bless you and your family.

We believe our school exists to teach the mandate of Jesus: "Love one another as I have loved you."

## Mission Statement: "Witness to Jesus"

We believe that:

- The words and actions of each person in the school should be loving and respectful.
- We exist to spread the good news of Jesus.
- We provide opportunities to build and experience faith community.
- We guide students in the responsibility of service.
- We teach religious truths and values in such a way that they become an integrated part of the daily school program.
- We develop an academic program and environment conducive to the optimal development of each student.



## **PHILOSOPHY AND GOALS**

The first years of life are of vital importance to a child's growth and development. Foundations are laid that influence the ability of a child to accept himself/herself, relate to others, and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and in fact, form the basis for all future learning.

A Catholic Preschool program serves to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. Learning experiences and play activities encourage spiritual, intellectual, social, and physical growth.

The child should:

1. Develop a positive self-image and acknowledge his/her self-worth.
2. Develop basic social skills.
3. Increase independence.
4. Develop trust in adults other than his/her parents/guardians.
5. Enjoy being part of a group and accept the need to share and cooperate.
6. Respect the rights of others and defend his/her own rights.
7. Develop the desire to learn.
8. Become aware of the fact that he/she is a child of God and will grow in His love.
9. Attend school regularly.

## **DROP-OFF and PICK-UP PROCEDURE**

Our class begins at 8:15 a.m. and dismisses at 2:45 p.m. Please park in the south side of the parking lot in front of the Breezeway entrance. Parents are asked to escort their children to the breezeway entrance. The classroom teacher(s) will meet your child at the door upon arrival and will bring your child out at the end of class.

## **ADMISSION POLICY**

### **Racial Non-Discrimination Policies:**

The St. Columbkille Preschool recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, gender, or ethnic origin in the administration of its education programs.

## **REGISTRATION POLICY**

Applicants will be accepted in the following order:

1. Siblings of children already enrolled at St. Columbkille School. Furthermore, siblings of St. Columbkille students will always be given admission priority.
2. Children of registered and active parishioners of St. Columbkille Church.\*
3. Alumni - Children of St. Columbkille School Alumni.
4. Children of registered and active parishioners of other Catholic parishes, if space is available. These children and their siblings are NOT guaranteed future admission priority to St. Columbkille School.
5. All others interested in a Catholic Preschool education and willing to participate in the full curriculum of the program. These children and their siblings are NOT guaranteed future admission priority to St. Columbkille School.

\*An active parishioner participates weekly in the Sunday liturgy, contributes regularly to support their parish, and participates in church as well as school functions.

At the time of registration, the following documents are required:

- Birth certificate
- Baptismal certificate (if applicable)
- Record of current physical examination, including immunizations and health forms
- Custody papers, if applicable
- Registration fee

## **PRESCHOOL CALENDAR**

Preschool classes will begin in August/September and end in May. Please follow the Preschool calendar for vacations, holidays, conference days, etc.

**If the Parma City Schools are closed for inclement weather or an emergency, St. Columbkille School and Preschool will also be closed.**

## **CURRICULUM**

Our Preschool follows the Ohio Department of Education Content Standards, which are aligned with the Diocesan Graded Course of Study.

A good Preschool program promotes the development of the mind, body, and soul of young children. The curriculum should not be centered on very specific subject areas, but rather it should be developed using a “hands-on” approach to learning in general. Multi-sensory activities that enhance the total development of the children are planned in a sequential manner that follows a theme or is part of a unit.

### **Components**

**Religion** is an integral part of the Catholic Preschool Program. It is the preparation time for more formal instruction in the years ahead. Religion is the development of a positive self-image in relationship to a loving God. This basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child’s sense of God comes from the warm atmosphere of love and acceptance in the Preschool environment, where the child learns about God’s wonderful world. Classroom prayer prepares him/her to participate in the celebrations of the Church.

**Language** is the development of communication skills that enable a child to share his world with others. At the Preschool level, these skills include listening, speaking, and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feelings in various ways. An awareness of the five senses will stimulate a child’s curiosity as to the different ways his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry, and finger plays enhance the love of language.

**Math Readiness** at the Preschool level involves the development of cognitive skills. Piaget calls the way in which a child perceives the relationship between two objects “logico – math knowledge.” This knowledge comes from an understanding of colors and shapes, quantitative concepts such as size differences, basic counting skills through practical application, classifying, forming sets, and recognizing numerals. These concepts are taught through manipulatives and play experience.

**Motor Skills** are a vital part of the young child’s development and are crucial to the learning skills he/she will need in the future. The Preschool child learns with his/her body. These motor skills are not to be overlooked in favor of cognitive skills.

**Gross Motor:** Body coordination, as appropriate to the child’s physical development, is enhanced through large muscle activities of walking, running, jumping, hopping, skipping, and bike riding. Hand-eye coordination is attained by throwing and catching a large ball or beanbag. Rhythm and movement provide an outlet for creative expression and the joy of using the body in dance, games, and organized play.

**Fine Motor:** Eye-hand coordination is developed through manipulating play dough, writing, stringing beads, hammering, pasting, coloring, painting, pouring, lacing, and using scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although dominance is not always achieved yet. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

## **DAILY SCHEDULE**

St. Columbkille Preschool’s daily schedule strives to promote mind, body, and soul, as well as instill in each child a sense of curiosity, creativity, and love for learning. This is done through both quiet and active play and includes individual, small-group, and large-group activities.

Three and Four-Year-Olds – The program is Monday through Fridays from 8:15 am to 2:35pm. A half-day option is available, and those students will be dismissed at 11:30 am.

The PreKindergarten program is Monday through Fridays from 8:15 am to 2:35pm.

# GENERAL INFORMATION

## ADMISSION

Children are enrolled in the Preschool program beginning in December/January preceding the new school year.

All children must be 3 or 4 years old on or before August 1st and ***must be toilet-trained***. Students should be able to attend to their own needs regarding cleaning of themselves after using the toilet. Children are enrolled in the program based on the St. Columbkille School's admission policy.

Toilet Training: Our state-licensed preschool is not equipped as a daycare center. We do not have changing tables or areas for children who are NOT FULLY POTTY TRAINED. Children must be able to undress, use the toilet, wipe, redress, wash hands, and return to class unassisted. Children are not to wear pull-ups to preschool.

A reasonable time for student acclimation to our classroom schedule will be in place through September. Students who are not toilet-trained will be addressed at the discretion of the Preschool Director.

**ALL MEDICAL INFORMATION FORMS MUST BE TURNED IN BEFORE THE FIRST DAY OF SCHOOL. NO CHILD WILL BE PERMITTED IN SCHOOL WITHOUT THESE FORMS.**

## TUITION AND FEES

Tuition is due monthly and paid from July through May. Tuition is paid through our Digital Academy system.

Tuition and Fees for the 2025-2026 school year are as follows:

Registration Fee: \$150

Student Service Fee: \$190

All Tuition and Fees are paid through Digital Academy.

**All fees are due before the student's first day of school and are non-refundable.**

## **CLASS ROSTER**

A roster will be prepared annually for each group of children in the program. This will include the name, and telephone number of each child and parents/guardians.

This will be prepared only after each parent/guardian has signed a statement indicating whether they desire to be included in the roster. This roster will be available upon request and will be furnished to no other persons but the parents/guardians and school administration.

## **SCHOOL ORIENTATION and SEPARATION**

We are aware and sensitive to the fact that for young children, it is sometimes hard to do new things, such as separate from their parents. Therefore, we will provide a phasing-in experience to allow for a positive adjustment and beginning school experience.

On the first day of school, children will arrive with their parents/guardians at the scheduled time. They will visit the classrooms together, meet with the teacher, and participate in some classroom activities. Your positive attitude and support will also help your child feel comfortable and positive.

### **Separation**

Tips for parents/guardians:

- As the beginning of Preschool approaches, be low-key and matter-of-fact with your child about the first day of school. Over-stimulating the child with lots of exciting talk about school can increase his/her anxiety.
- Always say goodbye to your child. Don't sneak away once they are busy with an activity.
- Tell your child, "I'll be back after you play awhile and have a snack, then we will spend some time together."
- Mixed feelings about your child's first day are normal. You may feel like crying even though you are excited about this big step.
- Some children separate easily and barely need a quick hug and "Goodbye".
- Delayed reactions occur sometimes when, after an easy separation, the child realizes that this is a routine. He/she may balk at going to school, but try to handle it in a firm, positive manner. Letting him/her stay home will only prolong the problem.

- Often, a child will adjust by the third day of the week at school, say Wednesday or Friday class, but after four days at home, will be reluctant to come back the next week. This will eventually work itself out when the child becomes accustomed to the routine.
- Once children are redirected, focusing their attention to starting their day, they often forget to be sad and join in the fun. Your child's teacher may call or email you about progress during the day.

## SCHOOL SAFETY

To provide a safe environment for all of our students, the following guidelines will be followed:

1. Doors will not be propped open. This breaches school security for all students and staff members.
2. If you arrive at a time other than those times listed, please park in the front parking area, enter the building through the main school entrance, and "buzz in" for entrance. This procedure is enforced for all students attending St. Columbkille School. You will be asked to sign our visitor log in the school office and wear a Visitor Badge.
3. If someone else is picking up your child, permission from the parents/guardians must be given to the teacher in writing. They should have their ID/driver's license available.

## WHAT TO BRING TO SCHOOL

Please dress your child in comfortable clothing. Tennis shoes are recommended. For safety reasons, no dangling earrings are permitted. Send your child to school with the following items:

- School book bag (to be supplied by the school at visitation).
- A daily snack, juice box/water, and a napkin packed in a **paper bag or other disposable bag**. This makes for easy cleanup and disposal.
- Lunch may be brought in a separate lunchbox.
- A blanket, pillow, or comfort item for rest time.
- A change of clothes will be stored for each student in the classroom in case of an accident. (in a labeled gallon bag, please include: shirt, pants that are easy to put on, underwear, and socks)

### What Not to Bring to School

- Please do not let your child bring in any toys from home unless it is designated a Show-and-Tell day.

## **SNACKS**

Each student will be responsible for bringing their snack and drink to school every day. Snacks should be brought in a brown lunch bag marked with the child's name. Please try to send nutritious snacks (fruits and vegetables) rather than candy, etc. If your child has any allergies, please be sure to notify us through the medical form.

## **ABSENCES**

When your child is absent from school, the parent/guardian must phone in the absence to the St. Columbkille School Office at (216)524-4816, or online using Digital Academy.

If a child is picked up early from school, the request must be in writing and signed by the parent/guardian.

## **HEALTH AND SAFETY**

All Preschool staff members are alert to potential hazards. No child is ever left alone or unsupervised. Children will be greeted at the car by the teacher or aide and turned over to the parents/guardians at the end of the school day.

The school nurse/and or health aide will be available if needed throughout the school day. The school nurse, health aide, and preschool staff are trained in first aid, CPR, and communicable diseases. In case of illness, a child will be removed from the classroom. The aide will walk the child to the clinic. If the parents/guardians are needed, you will be called. Please make prior arrangements to have someone care for your child if he/she becomes ill at school.

In case of an emergency, the parents/guardians will be called and asked to come to the school. If it is a serious accident, 911 will be called. We will take your child to the nearest hospital. The Principal, Preschool teacher, or a staff member will accompany your child and take your signed permission slip. You will be called immediately and asked to meet us at the hospital.

Medical Emergency Release Forms for each child are kept on file. These forms have the pediatrician's telephone number, emergency telephone numbers, a list of the child's allergies, ongoing medication, previous hospitalizations, and permission to obtain emergency care.

The teacher and the classroom aide are sensitive to the child's behavior and actions. They will observe the children for any health problems and refer them to our nurse, who will notify you.

Please do not send a child to school unless his/her temperature has been normal for a minimum of 24 hours. Also, do not send a child with a cold, stomachache, vomiting, diarrhea, runny nose, or earache.

## **MEDICATION POLICIES AND PROCEDURES**

Before administering any medication, food supplement, modified diet, or fluoride supplement, the preschool shall:

Secure the written instructions of a licensed physician or licensed dentist as appropriate for administering any medication, food supplement, modified diet, or fluoride supplement.

Each time medication is administered (by the school nurse), a written record or log including dosage, date, and time shall be made. The record or log shall be kept on file in the nurse's office for one year.

Forms will be kept on file for one year. We have regular fire, tornado, and lockdown drills. Fire safety is part of our curriculum.

Hand washing before meals and after restroom breaks is stressed. The teacher and the aide always wash their hands before handling food.

Please notify us of any changes in your place of employment or residence. We must have a working emergency number at all times.

## **MANAGEMENT OF COMMUNICABLE DISEASES**

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be Immediately **isolated** and **discharged** to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;

- (f) A temperature of one hundred degrees Fahrenheit taken by the auxiliary method;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or gray or white stool;
- (i) Stiff neck, with an elevated temperature
- (j) Evidence of lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty in swallowing;
- (l) Vomiting.

A child with any of the following signs or symptoms of illness shall be immediately **isolated** from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal, teacher, and the parent or guardian. The child, while isolated at the program, shall be carefully watched for communicable disease symptoms listed in paragraph (B) (2) of this rule as well as the following:

- (a) Unusual spots or rashes;
- (b) Elevated temperature.

If a child has more than a runny or stuffy nose, he/she should not come to school. Please follow these guidelines when your child is ill.

- Please keep your child home 24 hours after the break of a fever (without medication).
- If your child is sick during the night or before school, please keep him/her home.
- If you suspect strep throat and have a culture taken, please do not send your child to school until you receive the negative result of the culture.

The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the doctor, depending on the illness. Please inform us if your child becomes ill with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

## **LIST OF THE MOST COMMUNICABLE DISEASES**

**Chicken Pox** – Fever rash appears in the form of small pimples which, in a day, fill up a clear fluid. The incubation period is between 14-21 days. Isolation period of at least 7 days.

**Measles (Rubella)** – Cold in head, feverishness, watery eyes, sneezing. Blotchy red rash appears on the forehead, face and body. The incubation period is between 7-14 days. Isolation period of at least 5 days from time rash appears.

**German Measles** (Rubella –3 day measles) – Mild measles symptoms (blotchy, fine red rash on face and abdomen). Swollen glands, particularly in back of the neck. The incubation period is between 14-21 days. Communicable for 48 hours after rash appears.

**Mumps** – Fever, swelling on side of face and jaws as glands become swollen and tender. The incubation period is between 12-26 days. Isolation period until swelling of glands has disappeared and patient has recovered.

**Scarlet Fever and Streptococcal Sore Throat** – Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. The incubation period is 2-5 days. Isolation is required for 48 hours after start of antibiotic treatment. May be readmitted to school upon written statement that the child has been treated. The name of the physician should be included.

**Impetigo** – Blister-like lesions that later develop into crusted pus-like sores that are irregular in outline. Incubation is 2-5 days, occasionally longer. Impetigo is communicable from the onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.

**Conjunctivitis** – Redness and swelling of the membranes on one or both eyes with burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharges from infected mucous membranes cease.

## **DISCIPLINE POLICY**

St. Columbkille's Preschool curriculum is designed to promote positive and enjoyable learning experiences for the child and positive interactions between adults and children.

The goal of our Preschool Program is to help each child develop a feeling of positive self-worth and confidence. Therefore, discipline will be approached from the realization that children need to learn self-control and to be able to internalize rules of behavior. Clear rules of behavior and clear directions for compliance shall be established at the beginning of the year. Positive feedback will be given to the child for following the classroom rules.

The rules of the Preschool will be for safety, general health and social interaction. A comfortable atmosphere and consistent daily schedule will provide each child with a sense of security and confidence. Each child's individual rights shall be respected at all times.

The following list specifies the strategies for discipline and guidance:

- Clear, consistent, and reasonable limits will be set and then followed through with enforcing these limits.
- The rules and direction for guidance will be done in a positive way.
- The child's positive behavior will be emphasized.
- The uncooperative child shall be directed to another activity.
- When a child's negative behavior involves frequent hitting, pushing, biting, or harm to himself/herself or other children, or to equipment, the child shall be removed from the scene for a "time out".
- Parents/guardians will be informed of inappropriate behavior.

If a child continues to have difficulty, the teacher/director will initiate observation times and conferences with parents. If the child's behavior continues to be disruptive to the class and the child is unable to learn self-control after three weeks, a written communication will be sent home. If, after six weeks of assistance by the teacher and parent/guardian, there is no improvement, you will be asked to withdraw the child.

## **PARENT INVOLVEMENT AND COMMUNICATION**

Book bags should be checked daily for communications and projects. Newsletters and calendars will be added, along with other updates, on our Digital Academy Site.

Telephone conferences or parent/teacher conferences will be held two times a year. Progress reports will be distributed twice a year.

## **3301-37-10 BEHAVIOR MANAGEMENT/DISCIPLINE**

(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 shall be on file at the center for review as well as distributed to parents. Constructive, developmentally appropriate child guidance and management techniques are to 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.

(C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.

3. 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.
4. 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.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. 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.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

If you desire further information regarding the programming in the St. Columbkille Preschool, the State Department of Education, Early Childhood Department can be called at (614) 466-0224. If you wish to obtain a compliance report or file a complaint, please contact the school office.

This is information required by the State to send to Preschool Parents. Please disregard if not applicable.

# Ohio | Department of Medicaid



FOR OHIOANS > Programs > Healthchek

## Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: English (Instructions), en Español or Somali.
- Read about Frequently Asked Questions

If you still have questions about Healthchek, send us a note through the Healthchek Questions form.

## Related Materials

## Supply List

