

Objectives of Holy Family Preschool

To encourage the child's spiritual growth by providing beginning religious education experiences with opportunities for prayer and celebrations.

To foster in each child a positive self-concept and appreciation for their own uniqueness by providing an enjoyable, success-oriented preschool experience within a loving faith community.

To provide each child with a secure environment where they will be encouraged to respond to people and situations in increasingly mature patterns.

To provide each child with a varied sensory-motor environment to stimulate physical and sensory growth.

To provide a variety of experiences designed to stimulate and enhance mental processes, creativity and curiosity.

To grasp readiness skills necessary for academic growth and help children feel confident about themselves and at ease with their peers.

Based on the objectives of Holy Family Preschool, the teacher is responsible for writing and implementing lesson plans to guide your child's daily activities. These plans must include:

A balance of quiet and active activities.

A balance of child-initiated and teacher-directed activities.

A variety of activities that motivate children to explore and learn through their play.

A regular balance of social, sensory, art, science, music, gross motor, religion, reading, writing, and math readiness, field trips, group activities, dramatic play, small motor, and language development activities.

Experiences In Preschool Will Help Your Child:

Listen and pay attention

Speak clearly

Follow directions

Develop motor coordination

Use materials freely

Use good manners

Share toys and materials

Get along with others

Express ideas

Respond to music and enjoy singing

Class and Session Times

Pre-K children must be four (4) years old by September 30th.

Holy Family Preschool will follow the same school calendar as the elementary school for holidays and breaks. Please review the Preschool Calendar for additional information.

Daily Entrance and Dismissal

Students are to be dropped off at the patio entrance of the school between 8:00-8:25 a.m. Please let your children out of the car as close to the patio doors as possible. This ensures safety from crossing the parking lot and allows other cars to enter the lot. If you must park in the mornings during drop-off, please be sure to cross the parking lot at the designated crosswalk. Student assistants will be available to walk your child to the classroom.

Dismissal begins at 3:05 p.m. Pick up is in the back parking lot. All cars should enter and exit the rear parking lot from Oak Street. Students will not be allowed to walk to the street or the front of the building to be picked up. Students are to remain in the patio area of the building until a parent walks up to get them. Once all students are safely in cars, drivers will be dismissed by the teachers on duty and leave in an orderly fashion.

Parent Involvement

Orientation and Visitation

Before school begins in August, there will be an orientation for parents and an open house for children entering the preschool program.

Parent Volunteers

Parents are encouraged to be helpers in the classroom as needed. Field trips, special holidays, or other “busy” days are a few of the times that parents are welcomed to help in the classroom. Several room parents will help coordinate these efforts. All volunteers MUST be *Virtus* trained and on the approved parish/school volunteer list. Volunteers must meet all of the requirements as outlined in the Protection of our Children Handbook.

Parent-Teacher Conferences

Parent-teacher conferences will be held each school year. Conferences will take place in January. Informal conferences may occur throughout the year as needed. A parent or teacher may request a conference if they find it necessary.

Communications

Special events and other important items of information will be sent home to you on a regular basis to keep you up-to-date on the preschool program. Parents may contact the teacher when necessary by calling 330 688-6412 or by email mkightlinger@holyfamilyschoolstow.org, mhaubert@holyfamilyschoolstow.org, avazquez@holyfamilyschoolstow.org. Folders are checked every morning so you may also send a note to school with your child.

Open Door Policy

The parent or guardian of a child enrolled in the preschool program is permitted access to the preschool during operating hours for the purpose of contacting the child, evaluating the care provided, evaluating the premises, or for other purposes approved by the Director or Principal. When entering the building, you must notify the school office before coming to the classroom. Program inspection reports are available from the Preschool Director. The Preschool License and the names of contact personnel for the Ohio Department of Education are posted in the preschool classroom.

Snacks and Treats

Parents will provide a snack for the entire class on a rotating basis. Your child's snack day will coordinate with their helper day and will be indicated on the monthly calendar. The snack is to consist of: 1- 64 oz. bottle of 100% fruit juice or 100% fruit juice boxes and enough healthy snacks (ex, 2 regular-sized boxes of crackers) to feed the class. The main focus of snack time is to practice acceptable table manners and social skills. If your child is sick on their helper day, please send in your snack when your child returns to replenish the teacher's supply. **Please notify the teacher of any food allergies.**

Your child may celebrate his/her birthday with a special treat. They will be scheduled as a helper on or near their birthday.

Halloween, Christmas, and Valentine's Day are celebrated with special activities. Parents will be asked to help on these days.

Health and Safety

Before Entrance to School

The state of Ohio requires health records to be kept for every child in school. No child may enter school unless they have had all the required immunizations for their age. Within 30 days of admission, each child must have on record a report of a physical examination by a physician or a health clinic confirming that the child qualified for enrollment in the program. For children 3 years and older, the exam may have been done within the last 12 months of admission date. Proof of the physical exam is required on an annual basis thereafter.

Communicable Disease Management/Mild Illness Policies

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as they enter a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable disease as required by Rule 3301-37-07 of the Administrative Code.

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

1. The program will immediately isolate and discharge to a parent or guardian any child exhibiting the following signs or symptoms of illness:
 - a. Diarrhea (more than one abnormally loose stool within a 24 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. The temperature of 100* Fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - g. Untreated infected skin patches
 - h. Unusually dark urine or gray, white stool
 - i. Stiff neck
 - j. Evidence of lice, scabies, or other parasitic infestation
 - k. Vomiting
2. The program shall immediately notify the parent or guardian via telephone of the child's condition when a child has been observed with signs of symptoms of illness
 3. A child exhibiting any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child will be immediately discharged or discharged at some other time of the day shall be determined by the school nurse or director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty in swallowing
 - c. Elevated temperature
 - d. Vomiting
 4. Preschool programs shall follow the Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.
 5. A child isolated due to suspected communicable disease shall be:
 - a. Cared for in a room or portion of a room not being used in the preschool program.
 - b. Within sight or hearing of any adult at all times. No child shall ever be left alone or unsupervised.
 - c. Made comfortable and provided with a cot. After use, the cot will be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other body fluids, the cot will be cleaned with

soap and water, then disinfected with an appropriate germicidal agent. If a pillow is used, the pillowcase is disposed of and changed after use.

- d. Observed carefully for worsening conditions
 - e. Discharged to a parent, guardian, or person designated by the parent or guardian as soon as practical.
6. All parents will be notified via letter of any communicable disease their child may have been exposed to.

Illness

Children who are sick **MUST NOT BE SENT TO SCHOOL**. In order to prevent the spread of disease, keep your child home if he/she has a rash, fever, vomiting, diarrhea, a bad cold, or any other symptom as stated above in order to prevent the spread of disease. If your child is out sick, a written note explaining the absence should be presented to the teacher. Any communicable disease should be reported immediately. In the event that your child has been exposed to such a disease, you will be notified as soon as possible. If a child becomes ill at school, they will be taken to the clinic, and the parent is called to come and pick up the child. Children must remain symptom-free for 24 hours before returning to school.

Mildly Ill Policy

The child who is mildly ill (slight cold, headache, etc.) will be closely observed by the teacher. The child will be allowed to play and be with the other children as long as the symptoms remain mild and do not appear to be of a contagious or serious nature.

Medication

If a child is taking any prescribed or over-the-counter medication during school hours, the parent must fill out an Administration of Medication Form and have your child's doctor sign it. This form may be obtained from the health clinic and will be kept on file.

Food Allergies

If any child has a food allergy, the parent must inform the teacher at the beginning of the school year. Please provide a list of foods the child may not eat.

Miscellaneous Health Information

The preschool teacher will encourage the child to eat well and get plenty of rest. Be sure your child has plenty of sleep each night and a healthy meal before coming to school. The teacher will plan a schedule of lively and restful activities which will help prevent fatigue.

Emergency Procedures

Medical emergency and dental emergency plans are available in the clinic. Emergency phone numbers are posted in the office. First aid supplies are available in the school's clinic. Preschool personnel have been trained in first aid and CPR. A parent will be notified if an accident or injury occurs.

Safety drills are practiced regularly so that children will learn what to do in case of an emergency. Emergency procedures are posted in the preschool classroom.

Attendance

In order to receive the maximum benefit of having a child in the preschool program, it is important that your child attend every class session, unless they are sick.

Sick children must not be sent to school. In the event that your child is unable to come to school, please call the office (330) 688-6412 and notify your child's teacher by phone or email.

Healthchek Services

Healthchek services are available for families that are eligible for Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSTD) Program. It is a service package for babies, kids and young adults younger than age 21 who are enrolled in 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 checkups thereafter and offers a comprehensive physical exam that includes:

Medical history

Complete unclothed exam (with parental approval)

Developmental screening to assess a child's physical/mental capabilities is appropriate

Vision screening

Dental screening

Hearing assessment

Immunization assessment

Lead screenings

Other services and screenings as needed

If your child is enrolled in Ohio Medicaid, HealthCheck Services are available to them. If you are younger than 21 and are also enrolled, you can receive Healthchek services as well.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOR OHIOANS/Programs/Healthchek.aspx>

Transitioning

Any child enrolled in the preschool program who, for any reason, will be transitioning to another classroom will use the Transition Form to create a plan that will ease the transition for the child and/or parent.

Clothing

Your child should wear casual play clothes to school. They will be painting, gluing, etc., and may spill things on their clothing. Washable play clothes are best. Shoes are to be closed-toed. Flip flops, clogs, Crocs, or sandals are not acceptable. Picture day and dress-up days will have class activities that accommodate these days.

Change of Clothes

Each child is required to have a change of clothing. Please place the items in a labeled Ziploc bag. They will be stored at school and returned at the end of the school year. Sweat pants and t-shirts work best as your child will grow from the beginning of the year. Please remember to replace the set when the one at school has been worn home.

Be sure that all clothing, shoes, boots, and outerwear are labeled. Do not send your child's backpack filled with toys from home. It is difficult to send papers home when there is no room in the backpack.

Naptime

Naptime is mandated by the state and will be provided daily for 1 hour. Each child is to provide 1 small blanket, approximately 30"x50", and a small travel-size pillow. A small bedtime buddy may also be used during naptime. One book is also allowed. Please bring a reusable tote bag labeled with the child's name to take nap items home for cleaning. Bedding will be sent home monthly for laundering.

Transportation and Field Trips

Parents provide transportation to and from school.

Field trips are an important part of the educational program. Occasional field trips may be scheduled throughout the year.

For each field trip, a permission slip with appropriate information will be sent home for your signature. No child will be taken on a field trip without permission from a parent or guardian.

The children will ride to and from the field trip with parent volunteer drivers. Each parent will be responsible for providing a car seat for their child. Please have your child's name marked clearly on their car seat. All children will wear seat belts. Children under 40 pounds and under 46" are required by law to be in child safety restraints.

Policies and Procedures

Admission, Placement, and Withdrawal

Children are permitted into the Holy Family Preschool program through open registration. Children are placed into the program based on the following admissions priority:

1. Students currently enrolled in the preschool program
2. Siblings of children in the elementary school
3. Parishioners on a first-come, first-served basis, or if necessary, parishioners by date of registration
4. Catholic non-parishioners
5. Non-Catholics

When withdrawing your child, please notify the preschool in writing with as much notice as possible. In the event of withdrawal, tuition payments will be evaluated on an individual basis.

A child will be asked, by the administration, to withdraw from the preschool program if tuition is not paid and/or a severe behavioral problem develops.

Tuition Policy

Tuition shall be paid at the school office in person or via the mail. You may also send it via your child's folder in an envelope marked "Preschool Tuition". Tuition may be paid in one lump sum due by September 10th or it may be paid in 9 monthly installments September through May. Monthly payments are due by the 10th of each month. If the 10th of the month falls on a weekend or a non-school day, please make your payment on the closest day BEFORE the due date.

Non-payment

- We will not carry accounts more than 2 months in arrears.
- Students are subject to removal from the preschool program at any time in the event that tuition remains past due or reminders are ignored.
- Registration for the next school year will not be accepted unless tuition is current.
- You will be held accountable for all unpaid tuition upon withdrawal or transfer.
- Student monthly calendars will be marked on the 10th as a reminder for "tuition due".

Discipline

The teacher in charge of the class is responsible for discipline. Holy Family Preschool's policy is based on positive reinforcement for good behavior. Self-discipline is taught as the highest discipline. The policy is designed to ensure every child has the best possible learning environment. Our goal is to instill in each child a sense of self-discipline and responsibility for oneself and the learning environment of others.

At the beginning of the school year, the teacher will outline classroom rules and policies. These will be shared with the parents at the Parent Orientation meeting.

Separation when used as discipline shall be brief and appropriate to the child's age and developmental ability. 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 or neglect while in attendance at the preschool.

Unacceptable behaviors include:

- a. Disruption of the learning process or activity
- b. Verbal or physical assault
- c. Disregard for classroom or playground rules
- d. Destruction or taking of another child's property
- e. Possession of prohibited items (noisy toys, sharp objects or other items deemed dangerous by the teacher, guns or knives)

The teacher will notify the parent of continued discipline problems.

The following methods of discipline will NOT be used:

- a. No cruel or harsh punishment
- b. No physical restraints
- c. No spanking
- d. No child left unattended in any room
- e. No child subjected to humiliation or verbal abuse
- f. No withholding of food or toilet use
- g. Discipline will not be imposed on a child for toileting accidents or failures to eat
- h. Profane language, threats or derogatory remarks about the child or his family

Grievance Procedure

If a problem or complaint should arise that relates to the preschool's policies, procedures, or program, the following procedures are suggested for resolution.

1. It is strongly encouraged that the issue be resolved with the staff member involved.
2. If the issue is not satisfactorily resolved, the issue should be brought to the attention of the Director. She will counsel with all of the individuals involved in order to ensure that the resolution is reached in a positive way.
3. The director may be reached at (330) 688-6412 or via email at mkightlinger@holyfamilyschoolstow.org.

The licensing record of the preschool, including compliance reports, health and fire evaluations, is available upon request.

Holy Family Preschool is licensed through the Ohio Department of Education. The preschool license is posted in the classroom.

Snow and Emergency Closings

In the event of inclement weather before the beginning of the school day, accurate school cancellations will be available through these radio and television stations:

- WAKR 1590 AM
- WKDD 98.1 FM
- WKYC- TV Channel 3

If it is announced that Stow-Munroe Falls Public Schools are closed, then Holy Family Preschool will be closed. In the event of an emergency closing during the school day due to weather or another catastrophe, announcements will be made over the same radio stations or our local cable station.

Holy Family also participates in a School-to-Parent Notification Service. All students from preschool through 8th grade are included in this service. This service will be used to deliver both emergency and non-emergency information via the telephone and or internet throughout the school year. Using this system, all families

can be contacted in a matter of minutes with urgent news such as school closings, early dismissal or rescheduled activities. This service will also provide non-emergency information, such as reminders about important meetings or special events at school that involve your child.

When this message is sent, the caller ID will always identify the call from Holy Family School. The message will be in a voice that you will recognize and will be left on your answering machine or in your voicemail if you are unavailable when the call is made. You can play the message again if you did not hear it the first time.

Each family can have up to four telephone numbers and 4 email addresses. In an emergency, the message will be delivered to all of these accounts. For non-emergency messages, only your primary phone number will be called based on your instructions. Families that wish to include additional phone numbers or email addresses for emergency announcements may do so by calling the Pre-K-12 Notification Parent Hotline at (800) 846- 4976. For security purposes, you must call from your primary phone number to manage your personal emergency contact list. Just follow the prompts to log in on the web and change your information.

Holy Family School

Pre-Kindergarten (All-Day)

Mrs. Kightlinger & Mrs. Haubert

Supply List

Each student will have two required classroom fees:

- **\$8.00** for Scholastic *Let's Find Out* Magazine
- **\$10.00** classroom supply fee

Please make checks payable to **Holy Family School** for a total of **\$18.00**

Shared Classroom Supplies

To help stock our classroom, we ask families to contribute supplies. To evenly distribute donations, please bring in items based on your child's last name:

- **Last names A-M:** Please bring the following at the **start of the school year**
- **Last names N-Z:** Please bring the following **after Christmas break in January**

Requested Items:

- 1 box of 100 count 5 oz. Dixie cups (must be 5 oz.)
 - 1 package of small paper plates
- 1 large package of napkins (250 count)
 - 1 roll of paper towels
- 1 box of sandwich-size Ziploc bags
 - 1 box of gallon-size Ziploc bags
 - 1 large container of baby wipes
- 1 large container of disinfecting wipes
 - 2 boxes of Kleenex

Note: We may request additional supplies throughout the year as needed.

Thank you for your support!

Individual Student Items

Please **label all personal items** with your child's name:

- A **complete change of clothes**, appropriate for all seasons, stored in a labeled Ziploc bag.

- **Full-size backpack**
 - **Lunch box**
 - **Water bottle**
- **Blanket**-cot size (approx. 23x40")
- **Pillow**-travel size (cot appropriate)
- **Small stuffed animal** for rest time

Rest time items should be placed in a reusable tote bag for easy storage.