

ST. MARY SCHOOL

Early Childhood - Preschool Daycare
515 Beall Avenue

Wooster, OH 44691
330-262-2752

www.stmarywooster.org

stmarypreschool@stmwooster.net

This handbook is for the **Preschool*Daycare**.

Open Monday – Friday

For Children ages 3 years old – 6 years old (children must be potty trained)

There are several choices within the St. Mary Early Childhood Program:

(1) Academic Preschool*Daycare

Any time between 7:00 am - 5:30 pm

(2) Half day 8:30 - 1:30

&

(3) Preschool ONLY 8:30 am – 12:00 pm

This handbook is for the **Preschool*Daycare**.

For the 2026-2027 year.

Philosophy

St. Mary Preschool*Daycare strives to provide a warm, happy and creative atmosphere in which your child can develop socially and academically. We want to help you help your child build a positive self-esteem and to become resilient. Our goal is for everyone to walk in the door with a smile and leave with a smile!



Our Preschool*Daycare program incorporates preschool class as a part of the daily schedule.

This daily schedule is designed to have the proper discipline and curriculum to prepare your child for school.

The curriculum includes science, math, phonics, Spanish, gym, activities to develop fine motor skills and teachings and modeling to help social and emotional development. **The daily schedule of the Preschool*Daycare is also designed to be used as a Pre-Kindergarten program.** Depending on the times your child will be attending, the program offers breakfast, lunch, snack and a rest period.

ST. MARY SCHOOL STORY

Since 1865, people have known St. Mary School students by their actions. This is because throughout our history, we have focused on building students' character based on the values instilled by the Catholic Faith, and a foundation of academic excellence.

St Mary School provides a welcoming environment where families have the freedom to celebrate faith, in a world of need, responsibility matters and strength is needed to serve our communities. It is our mission to develop students who have the ability to be mentors and leaders in the world. We recognize that each student is a unique gift from God and we individualize instruction to help them reach their full potential. We strive to promote an atmosphere that encourages a love of learning and provides children with a foundation of faith to balance and guide them for the rest of their lives.

Welcome

Thank you for your interest in the early childhood programs here at St. Mary. We are proud to offer you a program that is specifically designed to help your child prepare for school!

If at any time you have questions regarding your child please contact us at 330-262-2752. Please note that the St. Mary Preschool*Daycare phone number is different from the St. Mary School elementary school number.

Transitioning

We hold Orientation in August to provide the parent and child an opportunity to visit our classroom.

There is a Parent Meeting within the first two weeks to acquaint the parents with our program and to answer any questions. Please, NO CHILDREN at the parent meeting.

Conferences will be held to share results of the formal assessments and screenings that we conduct. In addition to conferences the results can be shared through a letter and/or conversation. We also transmit information regarding the children electronically to the state.

We provide newsletters with activities and tips to help your child transition from home to preschool and from St. Mary School Preschool*Daycare to out of our program.

Children that leave our program at the end of our school year to move on to kindergarten are given a Preschool Certificate. Children that transition from our program due to any other circumstances are given a goodbye momento.

Volunteers

In accordance with policy set forth in Senate Bill 187, if we use parent volunteers in our program we may ask that volunteer to be fingerprinted.

Ready for School

There are several things your child will need: A full change of clothing Child must always be dressed in tennis shoes and clothes the child can manage In the winter – the child must have snow pants, boots, hat, gloves and coat a beach towel that fits in a gallon ziplock bag for nap time

Book Bag

Your child will need a bag with an extra set of clothing and a large plastic bag for situations where soiled clothing will need to be sent home. Please note, it is a sanitation regulation that we can not rinse soiled clothing, if your child has a fecal accident you will need to come change your child. **PLEASE DO NOT** put the soiled clothes in school TRASH. Book bags are to be hung on the hooks outside the Preschool*Daycare Main Room.

Dress Code

We do not require a uniform like the Elementary School – however, it is VERY important for your child to follow our simple dress code to ensure that all playtime and gym activities are safe for your child.

Please follow the DRESS CODE listed below:

Your child should not wear sandals or dress shoes, **they should wear tennis shoes at all times.**

Your child should not wear dresses or skirts that are long and flowing. Your child should wear shorts under their dress or skirt.

Your child should wear clothing they can manage easily by themselves – elastic waist pants etc...

Outdoor Play

The children that stay for more than 2 ½ hours go outside daily, weather permitting. The children must be dressed in tennis shoes (no sandals) and appropriate play clothes. For winter/cold weather they must have a warm coat, hat, mittens, snow boots and snow pants. You may want to have duplicates of these items and leave them in the classroom on the child's hook. If the items will be transported back and forth the items **MUST** be brought into the classroom. Label, label, label!!! Label all items! There is a LOST & FOUND in the classroom, but we want to avoid using lost and found.

Note: If your child is too sick to go outside, they are too sick to attend our program.

Children will not go outside if: it is raining or the temperature is below 21 degrees Fahrenheit and/or the Real Feel is below 20 degrees F or if the temperature is 95 and above degrees Fahrenheit and/or the Real Feel is 95 and above degrees Fahrenheit.

If our playground is covered in snow and we do not have enough extra snow clothes - the children will not play outside due to ratio guidelines.

If we can not play outside for any reason - we will have a gross motor activity in the classroom after lunch just before nap.

Birthday Invitations and Birthday treats

We do not allow birthday party invitations to be delivered in the room unless they are inclusive. This means every child must receive an invitation in their mailbox or every girl and every boy. The children are extremely aware of what they receive in their mailbox and of who was invited and who was not.

Birthday treats may be brought in to celebrate birthdays. The treat **MUST** be made in a licensed kitchen. The number of treats needed is dependent on the day you will be bringing them. Please check with staff to make sure there are enough treats **AND** to have your treat listed for the day so we don't get 3 treats in one day (which happens!!). **WE PLEASE ASK THAT YOU DO NOT BRING FULL SIZE CUPCAKES.** The children rarely eat the entire cupcake. The mini cupcakes, cake pops and other small treats (cookies, snack cakes etc.) are better for serving as a snack.

Parents of children with allergies:

You are to provide snacks and treats in the room that are safe for your child to eat.

Snacks-Meals-Rest Period-Treats

The children are offered breakfast at 7:25am **the child MUST arrive on or before 7:25 am to be served breakfast.** The children may not bring food from home for breakfast; we must comply with state requirements for items served. We will meet ⅓ of the daily dietary allowance for the children's dietary intake.

Lunch is served at 11:55 am and includes food from the meat, milk, bread **AND** two foods from the fruit and vegetable group. Snack includes food from two of the four food groups.

Lunch begins at 12 noon, IN ORDER TO AVOID LATE PICK UPS -if your child is NOT going to stay for lunch(in other words is attending preschool only 8:30 am - 12 noon) we ask that your child be picked up at the latest between 11:45 and 12:00 noon so we can prepare the children that stay for lunch.

We will serve a supplemental diet with instructions from the child's specialist/physician in order to properly satisfy the needs of the child when a supplemental diet is needed.

Rest period begins at 1:30 pm, IN ORDER TO AVOID LATE PICK UPS if your child is NOT going to stay for a rest period (in other words is attending half days - 8:30 am - 1:30 pm) we ask that your child be picked up at the latest between 1:15 and 1:30 so it does not disturb the children who will be napping.

We provide each child with a cot. Please send in a beach towel for your child's comfort on the cot. The towel or blanket must fit in a ziploc gallon size bag and come to school in the bag. The towel will be sent home weekly to be laundered as per the guidelines set forth in the Ohio Department of Jobs and Family Services Child Care Manual.

All children are offered snacks. **We do ask parents to donate snacks and juice.** All snacks being served in our program must be prepared commercially or in an inspected/licensed kitchen. What this means for the parent/guardian is simply that you must purchase a snack from a grocery store or other inspected facility.

Snack Suggestions

Fruit	Any fruit is a great snack - canned fruit and applesauce is also a popular snack.
Cheese	Cubed cheeses and string cheese are easy to give to the children.
Crackers	Graham crackers, crackers and peanut butter, Ritz, Saltines, Animal Crackers, Teddy Grahams, cheese crackers, Goldfish, Triscuits, popcorn...Boxed dry cereal is also a great snack!
Cookies	Peanut butter or oatmeal.
Juice	Must be 100% juice.

Parents of children with allergies:

You are to provide food, snacks and treats in the room that are safe for your child to eat.

Parent Access and Participation

The parent/guardian of a child enrolled in our center shall be permitted unlimited access to the center during the hours of operation for the purpose of contacting the child, evaluating care provided, evaluating the premises or for other purposes approved by the Administrator. Parents may wish to attend field trips, parties, special luncheons or simply stop in to join the daily fun.

A staff member is available to discuss a child's progress or needs at any time. Parent/Administrator conferences are offered twice a year. If the parent(s) desires a private or lengthy discussion an appointment can be made. If parent(s) have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child Development Associate – Mrs. Gajda, Mrs. Murphy & Mrs. Edwards
2. Program Administrator – Mrs. Hostetler.
3. School Principal/Building Administrator - Mrs. Dannemiller
4. Pastor – Father Steve

Please feel free to bring up concerns as they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realize that you are trusting us with your little ones and we want our relationship to be a good relationship.

Parents/guardians are invited to join us for lunch! Please let the staff know before 9 am of the day intended so we can make sure we can accommodate all adults for lunch. Lunch begins at 12:05 pm. If you order a school lunch there is a small fee.

We offer our main classroom office as a space for mothers to breastfeed and/or pump breastmilk.

Back to School Shopping

FAQ - Is there a school shopping list? We DO NOT have a school shopping list, but we do need some items every year. If you want to go school shopping you can get a crayola watercolor cake palette, tissues and hand sanitizing wipes. We also have a sign up list for more specific items that you can sign up for.

Arrival and Dismissal

The only entrance into the building that you may use is the Main entrance off the parking lot.

Each child must be accompanied into the room and only be left when a Preschool*Daycare Staff members are **made aware of their presence**. The parent/guardian/adult must write the time of arrival in the Daycare Sign-in/Sign-out book. Children must be picked up PROMPTLY at the end of the session. We are asking that the children be picked AT LEAST within 15 minutes of their end time. **This means a child staying to the end of the day, you should plan to pick them up between 5:15 and 5:30.** There is a \$1 per minute late pick up fee. For safety and security reasons the children must be formally dismissed by the teacher before leaving with the parent/guardian/adult.

Lunch begins at 12 noon, IN ORDER TO AVOID LATE PICK UPS -if your child is NOT going to stay for lunch(in other words is attending preschool only 8:30 am - 12 noon) we ask that your child be picked up at the latest between 11:45 and 12:00 noon so we can prepare the children that stay for lunch.

Rest period begins at 1:30 pm, IN ORDER TO AVOID LATE PICK UPS if your child is NOT going to stay for a rest period (in other words is attending half days - 8:30 am - 1:30 pm) we ask that your child be picked up at the latest between 1:15 and 1:30 so it does not disturb the children who will be napping.

Our program closes at 5:30 pm, your child CAN NOT stay past 5:30 pm we ask that your child be picked up prior to 5:30 pm - you may want to plan to pick up between 5:15 pm and 5:30 so we can close the building promptly at 5:30 pm.

We must have prior WRITTEN notification in order to release a child to someone other than a parent or guardian. Any person picking up your child must have a picture ID (driver's license or state ID).

A child that has an older sibling in elementary school at St. Mary may sign the child out of preschool to go with them to car line, bus or van transportation with written consent from the parent and approval from the school principal and preschool director.

Please let us know if your child will not be attending, you can use Class Dojo for notifying us.

If you need to bring your child earlier than stated on the Registration Form or you need them to stay later than stated on the Registration Form, you MUST LET A STAFF MEMBER KNOW IN ADVANCE. We most likely can accommodate the additional time, but we need to be sure staff have been scheduled to meet the state required child to adult ratios.

Parent Bulletin Board

There is a bulletin board in the lobby, which will be posted with information regarding the Preschool*Daycare program. Please familiarize yourself with this bulletin board.

Daycare Monthly tuition and Registration

Tuition is due on or before the first of each month. Advanced payments are always acceptable. The following schedule may help you to make sure monthly payments are on time:

August/September Payment	Due @ Orientation held in August
October Payment	Oct. 1 st
November Payment	Nov. 1 st
December Payment	December 1 st
January Payment	Pay prior to break – or mail in postmarked no later than Jan. 1 st
February Payment	Feb. 1 st
March Payment	March 1 st
April Payment	April 1 st
May/June Payment	May 1 st

The first payment due at Orientation is for AUGUST AND SEPTEMBER. Your second payment will be for October.

After the first of each month you will automatically be issued a reminder and assessed an additional \$10.00 statement fee.

Payments can be made - by placing them in the box in the Preschool*Daycare Main Room
mailing them to : 515 Beall Avenue, Wooster, OH 44691
dropping them off in the School Office
(Payments should NEVER be made in the Church office)

Make payments payable to: St. Mary All returned checks would accrue a \$15.00 fee. Arrangements for payment by money order may be required.

Before your child enters our program you will be asked to state the hours and days of attendance on the Registration Form. We require that you complete the Registration Form, Child Enrollment Record, Child Medical Statement and a family information sheet.

If at any time during the year your needs change, we will try to accommodate.

If you need to bring your child earlier than stated on the Registration Form or leave them later than stated on the Registration Form you must LET A STAFF MEMBER KNOW IN ADVANCE.

Unless a child is ill for an extended length of time, absent days do not alter tuition. Absent days are defined as any day that school is in session but you choose not to bring your child to school on their regularly scheduled day for any reason, including illness.

When school is canceled or delayed due to weather or any circumstance that ends in a decision to close school or delay school, it will not alter tuition. During a State of Emergency declaration we will work to agree on a tuition amount that works to sustain the school as well as be reasonable for the families based on their work circumstances.

There will be a late charge of \$1.00 for each minute a parent/guardian is late for pick-up. After three violations, fees for late pick-up will be doubled. In cases of car-pooling, each family will be assessed the late pick-up fee. Please pick up your child AT LEAST within a 15 minute window prior to their end time.

If you are signed up for a half-day and your child needs to stay for a full day, the fee for the additional half-day is \$14.00. Parent/guardian must receive advance authorization from our staff to make sure we can accommodate your child for the additional time. You may also request authorization for your child to attend on

a day that your child does not normally attend our program; the fee is \$28.00 for the extra day. Again, parent/guardian must receive advance authorization from our staff to make sure we can accommodate your child for the additional time. This is to make sure we have enough staff scheduled per the state required child to adult ratios.

We use a tuition-based system to calculate our fees. Tuition is subject to change. Tuition is as follows:

Full Time	5 days per week	\$5130.00	9 payments of \$570.00
(Any time	4 days per week	\$4572.00	9 payments of \$508.00
Between 7:00a	3 days per week	\$3645.00	9 payments of \$405.00
And 5:30 p)	2 days per week	\$2673.00	9 payments of \$297.00

Half Time	5 days per week	\$3519.00	9 payments of \$391.00
(8:30-1:30)	4 days per week	\$2988.00	9 payments of \$332.00
	3 days per week	\$2520.00	9 payments of \$280.00
	2 days per week	\$1854.00	9 payments of \$206.00

Preschool Only

(8:30-12:00)	5 days per week	\$2700.00	9 payments of \$300.00
	4 days per week	\$2430.00	9 payments of \$270.00
	3 days per week	\$1710.00	9 payments of \$190.00
	2 days per week	\$1530.00	9 payments of \$170.00

Please note, the tuition is a yearly fee that is simply divided into 9 equal payments. THE PAYMENT DUE AT ORIENTATION IS FOR AUGUST AND SEPTEMBER. You may feel that when we are on break you are paying for days that we are not in session. This is not the case, the tuition is calculated **based on the number of days we are in session** and the final yearly amount is simply divided into monthly payments to help you budget for your tuition fees. You are obligated to pay agreed upon tuition.

Enrollment/Registration/Disenrollment

There is a \$35.00 fee paid upon registration. This is a non-refundable fee that secures placement. Upon enrollment we require a Registration Form, Child Medical Statement, Child Enrollment Record and a Family information form.

All children must be 3 years old and potty trained in order to enroll in our program.

Disenrollment

If a child is not potty trained they may be disenrolled. Staff will notify parents of instances of potty accidents and the frequency. A discussion between parents and staff will determine a plan of action to help the child. (We are not licensed to change children, please see Potty Trained/Potty Accidents at the end of this handbook.)

If discipline issues are not able to be corrected your child may be disenrolled. Staff will document discipline issues, if the discipline issue is severe and/or becomes frequent we will send home a Phoenix Reminder document to notify parents of the situation. A discussion between parents and staff will determine a plan of action to help the child. For example, asking a child to attend limited days or limited hours to help the child adjust to the long day they are spending in the school building. If the plans to help the child are not successful in improving behavior they may be disenrolled.

If tuition is not paid and an acceptable payment plan is not agreed upon the child may be disenrolled from the program.

Discipline

The purpose of discipline is to promote and encourage self-control. The staff at St. Mary Preschool*Daycare feels that discipline and respect go hand-in-hand. Parents and staff need to work together to advance the growth and welfare of the children.

The staff at St. Mary Preschool*Daycare never condones physical punishment.

Discipline Policy

Purpose: To teach self-control and to promote learning in a safe environment. All discipline is consequence based.

Reflection/Discussion/Quiet Time/Time Out

Discipline techniques are to be used for the following reasons:

- Harming Self
- Harming Others
- Damaging others' property
- Saying hurtful or disrespectful words

When one of these infractions occurs there is no discussion of the incident. The staff member's response should be similar to: "I am sorry you chose to behave in such a manner. 'Infraction' is not acceptable behavior." Be factual, not emotional. Be quiet and firm, not loud. Use eye level, close conversation when possible.

Time-Out will be in a chair. Take the child to the Time-Out chair and say: "When you are ready to talk to me about 'infraction' let me know." Time-Out is 1 minute per year of age. The end of Time-Out is when the adult begins to talk with the child. A timer shall be used to be aware of the length of time. The Time-Out will be documented on paper.

The staff will not approach a parent/guardian about Time-Out or Phoenix Reminder unless it is repetitive or the child's behavior was extreme. If you wish to find out more about the incident please ask to speak to a staff member out of earshot of your child.

All other discipline is to be in direct response to the problem.

EXAMPLE: "running" the staff member says, "You may not run in the room. I need you to sit and play."

In all discipline actions:

- Avoid power struggles.
- Try to understand the child's situation.
- Do not humiliate or intimidate a child.

Quiet Time/Calm Down Bottle

Quiet Time Area is in the book center or in a single child station. The Calm Down Bottle may be used at the tables or an area in which the child can relax. The child may have a book during Quiet Time. The child may elect to go to the Quiet Area on their own or a staff member may instruct them to go to the Quiet Area. This may last from 10 – 15 minutes depending on the child. A quiet discussion of the behavior between child and the staff member should end this time. Quiet Time Areas are designed to support social and emotional growth.

It is very important that other staff do not interfere with discipline between a staff member and a child. Do not interfere with any disciplinary action unless the staff member involved asks for help or advice. We must support each other and form a united team for the sake of the child.

Discipline should be quick and meaningful. No action should take longer than a few minutes or the learning experience will be lost.

This discipline policy applies to all staff and parents while they are at the center.

Family/Custodial Situations – Relationship with the Preschool*Daycare

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents even if the parents have separate residences. The family is required to turn in a Family information sheet that will specify some of the child's living arrangements.

In families experiencing separation of parents or divorce, all information will be sent home with the child. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents. Since this situation frequently impacts the child's behavior, we ask that you inform the Administrator.

In cases of divorce and a decree involving a clear custody situation, the Administrator is to be informed and provided with a copy of the entire decree. Unless decree states otherwise, all communications will be sent home with the child for the custodial parent.

In cases of joint custody, it is assumed that the one copy of communications being sent home with the child will be shared by and between the parents. If an additional copy of information needs to be sent home, it must be requested of the Administrator.

Regarding parent conferences in all custody situations, the general procedure is that one conference appointment is scheduled to be attended jointly, if both parents wish to attend.

Schedule

A sample of daily activities:

7:00 am – 7:25 am	Conversation and playtime
7:25 am	Child MUST arrive on or before 7:25 to be served breakfast
8:15 am – 8:45 am	Free Play Time
8:45 am – 9:00 am	Clean-up
9:00 am	Begin Preschool
9:30 am – 11:15	Daily curriculum will vary according to the calendar
11:15 am – 12:00 pm	Recess – Weather permitting recess will be outside
12:00 pm – 12:05 pm	Bathroom/wash hands
12:05 pm – 1:00 pm	Lunch upon returning to the classroom - sanitize hands
1:00 pm – 3:00 pm	Afternoon Session – includes an activity bathroom/wash hands and naptime
3:00 pm – 3:20 pm	Bathroom/wash hands and return to the Daycare & Preschool Main Room
3:20 pm – 4:25 pm	Recess – Weather permitting recess will be outside
4:25 pm - 4:30 pm	Bathroom/wash hands
4:30 pm – 4:40 pm	Snack
4:40 pm – 5:00 pm	Free Play Time - prior to leaving program please have child wash hands

Movie Policy

We do watch videos or television programs. They are usually children's animated movies. Lately these selections are rated PG, if you are against your child watching any of these selections notify a staff member.

Toys

Toys from home are not allowed in the room, except for "Show & Tell". Show & Tell items must be brought to a staff member when the child arrives.

Food in the Classroom

Food or drink from home or a restaurant may not be brought into the room.

Roster

A roster is available upon request. Class Dojo offers a classroom chat for parents to contact each other.

Safety of the Children

Children considered to be age appropriate for Kindergarten shall be allowed to run errands within the school building. Errands would be similar to the following: going to the main room from the nap room to retrieve a forgotten nap blanket. They shall not be allowed to use the restroom alone because the older school children have access to the private children only bathrooms.

Michelle Hostetler, Pam Gajda, Gary Fowler, Janessa Stell, Jennifer Frontz, Megan Murphy and Janet Dawson have all completed courses in child protection (VIRTUS). Michelle Hostetler, Pam Gajda, Jennifer Frontz, Megan Murphy, Janet Dawson and Janessa Stell have additional training in Child abuse, Child First Aid and Child CPR and Communicable Disease. Gary Fowler is trained in Child First Aid and Child CPR.

A staff member is in charge of a child or group of children at all times and shall be responsible for their safety. No child shall ever be alone or unsupervised.

The person responsible for bringing the child MUST be sure that a staff member is aware of the child's arrival and departure. The person responsible for picking up the child to go home shall be responsible for making sure the staff are aware of the child being picked up and a bathroom trip to wash hands prior to leaving the building.

We have a phone in the Preschool*Daycare office that is separate from the Elementary school phone. That number is 330-262-2752 you may use this number in addition to the school front office to reach the Preschool*Daycare.

We participate in fire drills each month. We participate in tornado drills. We participate in Crisis plan drills.

Medical, Dental and General Emergency plans are posted in each room. Tornado and Fire Safety Station diagrams are also posted in each room.

It is our policy that our staff will not transport the children. In the case of an emergency the child will be transported by an Emergency Squad or parent/guardian.

All children in our program must have a signed Emergency Transportation Authorization form on file authorizing the child to be transported to Wooster Community Hospital. **If the parent or guardian refuses to authorize transportation we reserve the right to not allow the child to participate in our program.**

We do not participate in swimming or water activities.

An incident report will be completed if the child has an illness, accident or injury which requires first aid treatment, receives a bump or blow to the head, is transported for emergency treatment or an unusual or unexpected event occurs which jeopardizes the safety of the children or staff.

Use of aerosols shall be prohibited when the children are in the room.

Compliance with ADA: We will administer medications and follow care procedures detailed for children with disabilities.

All staff members are obligated to immediately notify Children's Services if abuse or neglect is suspected – 330-345-5340.

We have two evacuation sites: 1) St. Mary Church, and 2) First Presbyterian Church, 621 College Avenue, Wooster OH 44691 (across the street from McDonald's). Please acquaint yourself with both sites. Depending on the crisis, one of these locations will be used.

All parents/guardians/adults are required to buzz into the building with the pad by the door.

Crisis Procedures

In the event of fire or a safety threat our first action is to evacuate from the building and call 911. If the safety threat prohibits safe evacuation we blockade the doors and call 911. In the event of a blockade we will not move until first responders arrive and enter the room.

In the event of a tornado, severe weather threat (such as flood - but not limited) or earthquake our first response is to take shelter in the interior hallways near our classroom and/or nap room and call 911. If the weather destroys the building and/or renders the building unsafe we will evacuate the building.

In the event of an evacuation we will be safely away from the building and remain on the school property. If remaining on the school property is not safe we have two evacuation sites: 1) St. Mary Church, 527 Beall Avenue, Wooster, OH 44691 and 2) First Presbyterian Church. Depending on how far away we need to be to remain safe from the crisis, one of these locations will be used. Be aware that WQKT 104.5 is our local news radio outlet.

Management of Communicable Diseases

For the management of suspected illness our staff is guided by (1) the Ohio Department of Health and Ohio Department of Job and Family Services Handbook and (2) a Communicable Disease Chart. The Chart is on display in the Preschool*Daycare Main Room.

The school building is regularly sanitized by the school maintenance staff, they use hypochlorous acid in addition to other commercial sanitizers.

The Preschool*Daycare Main Room is cleaned and sanitized with bleach solutions recommended by the State of Ohio and are prepared daily.

We will provide services for a child whose parents have a religious or medical objection to immunizations.

A staff member will immediately telephone parent/guardian when the child exhibits signs of illness.

Parents will be notified by a sign near the sign- in/out book if the children have been exposed to a communicable illness. We will also send a written note within 12 hours of being notified that a child was in the center with a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms without medication. If they are not symptom free please check with a doctor to determine your child is not contagious.

Outbreaks, epidemics and/or other infectious disease policy: we will follow the guidelines of the local health department and the Diocese of Cleveland in handling Covid19. There is an additional waiver to be signed by the parent and included in the file papers to be kept on your child.

CHILD AND STAFF EXCLUSION AND ADMITTANCE CRITERIA

Your child should not attend if they are currently displaying one of the following conditions.

The Temperature of your child must be under 100 degrees F. You may take your child's temperature at home prior to coming to our program and verbally assure staff that they are fever free.

Your child will be sent home if they develop one of the following conditions while in our care:

Your child will be isolated to a cot in the Daycare & Preschool Main Room until a parent/guardian arrives to pick the child up. This cot will be sanitized after every use.

Exclusion

Axillary temperature of 100 degrees Fahrenheit
Diarrhea (more than three abnormally loose stools within a 24 hr period)
Viral Meningitis
Vomiting more than once during previous 24 hours or in combination with any other symptom
Severe coughing (causing the child to become red in the face or to make a whooping sound)
Sore throat or difficulty swallowing
Redness of the eye, obvious discharge, matted eyelashes, burning, itching
Rash – untreated skin patches, unusual spots or rashes
Yellow skin and yellow whites of the eyes
Unusually dark urine or grey or white stool
Difficult or rapid breathing
Stiff neck with an elevated temperature
Evidence of untreated lice, scabies or other parasitic infestation
Covid19 sneezing, coughing, runny nose, sore throat, difficulty breathing, loss of taste, loss of smell not limited to this list of symptoms.

Re-admittance

Once fever has been resolved for 24 hours
Diarrhea has ceased for 24 hours
Must be under a physician's care
Vomiting has ceased for 24 hours
Once severe coughing has ceased
Excluded until diagnosed – readmit with Dr. OK
Excluded until diagnosed – readmit with Dr. OK

Your child will not be sent home if they display ONE of the following conditions, but we will want to discuss the condition with the parent/guardian: earache, headache, axillary temperature less than 100 degrees Fahrenheit, fussiness, runny nose or severe cough. If a child displays TWO symptoms they will be sent home;

ex.; runny nose in combination with an additional symptom such as severe cough or low grade fever and may be readmitted with Dr. OK or after a 24 hour period of being symptom free without the aid of medication.

Axillary Temperature (under the arm)

Normal Axillary temperature is 97.6 degrees Fahrenheit.

We use a digital thermometer to take an axillary temperature.

We use a temperature scanner to take a surface skin temperature - this is used as a guide and may be followed up with an axillary temperature with a digital thermometer.

Administration of Medication, Food supplements and Modified Diets

We will administer medication, food supplements and modified diets provided that the parent/guardian returns a properly filled out "Administration of Medication" form. Parent/guardian also must notify the staff of any situation that requires a Medical Care Plan such as the use of an inhaler. We will administer all required medication with the proper completion of the "Medical Care Plan" form.

We will serve a supplemental diet with instructions from the child's specialist/physician in order to properly satisfy the needs of the child when a supplemental diet is needed.

We encourage parents to allow their child to eat the school lunch. The lunches provided by the school cafeteria meet the state health requirements. **If a parent must pack a lunch for any reason they must contact the Administrator in advance.**

Delayed Operation and Cancellation

During severe weather the Preschool*Daycare closing will follow Wooster City Schools. These announcements will be made over WQKT radio (960 am or 104.5 fm) or local Cable Channel 9. We will also send out messages through email and post on Class Dojo. DO NOT call the school - we won't be here! :)

If we are open and you feel conditions are hazardous you may choose to keep your child home. Preschool is not mandatory schooling. If we are open, please call and let us know if your child is not attending.

Delayed operation or cancellation will not alter the tuition.

Field Trips

If/when our program goes on an outing the children will be transported by parent/guardian or will walk to our destination. Written permission is required from parent/guardian for a child to participate in any field trip. Each child will be assigned to a specific staff member for the field trip and shall wear a tag that displays St. Mary Daycare & Preschool, address and phone number.

Non-discriminatory Statement

St. Mary Preschool*Daycare will not discriminate on the basis of race, sex, national origin, religion, medical and/or handicapping condition. Handicapped children will be accepted if with reasonable accommodation on the part of St. Mary the handicapped child could be accommodated.

Compliance with ADA: We will administer medications and follow care procedures detailed for children with disabilities.

Licensing and Ratios

St. Mary Preschool*Daycare is licensed by the Department of Job and Family Services. The Ohio Job and Family Services Child Care Manual is available for review upon request. There is a toll free number for

contacting the Ohio Job and Family Services Department listed on our license, which is posted in the Preschool*Daycare Main Room. We are licensed to have 41 children in our facility at a time.

St. Mary Preschool*Daycare will not exceed the following state required ratios:

1:12	3 year olds
1:14	4-5 year olds

Ratios for preschoolers 3 years and older may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and there is enough staff in the building to meet the regular required staff/child ratio if there is an emergency.

Maximum group sizes are as follows:

Preschoolers 3 - 4 years old:	24
Preschoolers 4-Kindergarten	28 (NOTE: we do not serve Kindergarten children in our program)

Records Transfer Policy

With proper authorization from parent/guardian St. Mary School Preschool * Daycare will transfer a child's records:

- Electronically (via email and other electronic methods)
- By mail
- By hard copy given directly to parent/guardian

If/when you find you are in transition and need your child's records transferred simply have the other school/care center send us proper written authorization or ask a staff member for a release form to give to the new school/care center.

Developmental Screening and Assessment Procedures

St. Mary School Preschool*Daycare uses the ASQ 3 to determine proper development of the children. Each child is screened within 60 days of enrollment. The results are scored using the process developed by the publisher. The results are shared with parents and the St. Mary staff and parents may discuss any additional concerns at that time. If scores show a need for further diagnostic testing, a referral will be made to the child's doctor.

We use the ELA for assessment of the children's progress and we do not report child level data to ODJFS.

Health Screening and Referral Process

Each child attending St. Mary School Preschool* Daycare is required to have a physical (JFS01305) on file within 30 days of enrollment. When staff receive the physical it is placed in the child's file and the expiration date is noted on the classroom calendar. The physical is checked that the screenings are completed. If any of the screenings were not documented on the form by the child's physician you will be asked to have the screening completed. We provide all parents with information regarding the importance of health screenings.

Potty Trained/Potty Accidents

Each child attending St. Mary School Preschool * Daycare is required to be potty trained. If the child has a potty accident involving feces the parent/guardian will be called to pick the child up. **Please DO NOT put the**

SOILED clothes in the SCHOOL TRASH. The parent/guardian may return the child to St. Mary School Preschool * Daycare once the child has been cleaned up. If a child has multiple accidents/or it is determined that they are not adequately potty trained they will be asked to stay home and complete potty training. The parent/guardian may continue to pay for the child's spot in the program to reserve their spot and they may return once potty training is completed.

If a child is not potty trained they may be disenrolled. Staff will notify parents of instances of potty accidents and the frequency. A discussion between parents and staff will determine a plan of action to help the child. (We are not licensed to change children.)

The Mission of St Mary School

St. Mary School, as an extension of the St. Mary of the Immaculate Conception Parish, is to provide an environment in which the entire school community will grow in Character, faith and knowledge.

We Believe that:

Every person is unique with individual needs and has the potential to learn and to develop intellectually, socially, emotionally, physically and spiritually throughout his/her life.

The core of our being is the Gospel of Jesus as expressed through the Catholic vision of our world. Curriculum and instruction practices should incorporate a variety of learning activities to accommodate various learning styles.

Parents, teachers and staff are partners in providing the development of each student's academic and spiritual life, so that each may become valuable members of the community as persons of faith, integrity, leadership and service to others.

Curriculum and School Involvement

We use Creative Curriculum and follow the school's Catholic and spiritual development to help foster resilience and excellence in our students. The SSO events and the school events are for preschool as well (ie STEM night, Family Fun nights, Fish Fry and etc...)

There are a few differences between the activities for the Preschool children and the Kindergarten and up students:

- The preschool children do not go to "Specials" which means they don't leave the classroom for classes like art, music, religion, Spanish and they don't attend weekly mass. We teach the children these subjects daily.
- They also are not involved in the Christmas Program and the Spring program.
- They do not go on Field Trips.

There are different guidelines for managing 3-5 year olds (and up to 36 of them!) that makes participating in these "specials" not something we can do.

**Mary School Calendar
2026-2027**

days of school

THIS IS A TENTATIVE SCHEDULE OF THE 26-27 school year

August 19, 2026 First Day of School

September 7, 2026 LABOR DAY Closed

September TBD Fair Day CLOSED

October TBD Closed

October TBD Closed - NO SCHOOL - professional development

Nov 25? 26&27 Closed - THANKSGIVING

December TBD Closed - CHRISTMAS BREAK

Jan TBD School Resumes

Jan 18, 2027 CLOSED - Martin Luther King Day

Feb 15, 2027 CLOSED - Presidents' Day

March TBD CLOSED - Spring Break

March TBD School Resumes

March TBD CLOSED - Easter Break

School Resumes

May 26, 2027 LAST DAY