



Preschool Parent Handbook

9183 Broadview Road
Broadview Heights, OH 44147
440.526.4877

Philosophy and Goals

Assumption Academy Preschool is designed to teach developmentally appropriate skills and to provide our students and their families with a caring Catholic-based foundation in an atmosphere that encourages the social, spiritual, emotional, physical, and intellectual growth and development of each child. We strive to make learning exciting, so the experience will be enjoyed to the fullest and will give each child a good self-image and confidence in his/her ability to succeed at new skills and challenges.

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 a 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 on a regular basis.

Licensing Statement

Assumption Academy Preschool is licensed to serve preschool children ages three through five.

The Ohio Department of Education issues Assumption Academy Preschool a license, which is posted in classroom PK. The laws and rules governing preschools are available for review upon request.

The licensing compliance record of Assumption Academy Preschool is available upon request from the Ohio Department of Education at 614.644.0224 and may be used to report a suspected violation.

Program Day and Times

Turn in your completed registration packet to reserve your spot. Registration is done on a first-come, first-serve basis.

Assumption Academy Preschool will be in session from September to May. Classes meet as follows:

3-Year Old Program: Child must turn three by August 1 and be toilet-trained.

Days Attending: Tuesday and Thursday morning

8:30 am–11:00 am session

4-Year Old Program: Child must turn four by August 1 and be toilet-trained.

Days Attending: Monday, Wednesday, Friday

8:30 am – 11:00 am session

8:30 am - 2:00 pm session

5-Year Old Program: Child must turn five by December 31 and be toilet-trained.

Days Attending: Monday-Friday

8:00 am -11:30 am session

8:00 am – 2:00 pm session

Daily Schedule (Classroom teacher will review at Orientation)

Opening Circle

Free Play

Religion

Exploration Time at Centers

Story Time

Bathroom Break

Snack

Arts and Crafts

Fine Motor

Gross Motor/Outdoor Play

Closing Circle – Prayer & Review of Day

Curriculum

Assumption Academy Preschool follows the Ohio Department of Education Content Standards, which is aligned with the Diocesan Graded Course of Study.

A good preschool program promotes the development of the mind, body and soul of young children. Our curriculum is developed using a “hands-on” approach to learning, rather than stressing specific subject areas. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit. The daily schedule includes both quiet and active play, and includes individual, small group and large group activities.

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. The 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/her 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 fingerplays enhance the love of language.

Math Readiness at the preschool level involves the development of cognitive skills. Piaget calls the way 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 difference, basic counting skills through practical application, classifying, forming sets and recognizing numerals. These concepts are taught through manipulative and play experiences.

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 the favor of cognitive skills.

Gross Motor skills involve body coordination, as appropriate to the child’s physical development, which is enhanced through large muscle activities of walking, running, jumping, hopping, skipping and bike riding. Arm-eye coordination is attained by throwing a large ball or beanbag, catching, and aiming at a target. Rhythm and movement provides an outlet of creative expression and the joy of using the body in dance, games and organized play.

Fine Motor skills involve eye-hand coordination, which is developed through manipulating clay, 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.

Staff/Child Ratios

The teacher/child ratio is 1:9.

Admissions

Children are enrolled in the preschool program beginning in January preceding the new school year. All children must be 3 or 4 years of age by August 1 and must be toilet-trained to enroll in the Preschool classes. All children must be 5 years of age by December 31 and must be toilet-trained to enroll in the Pre-Kindergarten class.

Children are enrolled in the program based on Assumption Academy’s Admission Policy.

Admission Policy

Enrollment in Assumption Academy Preschool does not automatically guarantee a child’s acceptance into Kindergarten at Assumption Academy. A meeting with the Pastor of the Church of Assumption is required for enrollment in Kindergarten.

A non-refundable registration fee of \$150.00 is required of all students when submitting the Pre-Enrollment Form.

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

- Birth Certificate
- Baptismal Certificate
- Custody papers, if applicable
- Registration fee

No child may attend classes until **all forms are returned and completed in full**. An immunization record is required for attendance. **All medical information forms must be turned in prior to the first day of school. No child will be permitted to attend preschool without these forms. No exceptions.**

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

Dress Code

Parents are encouraged to have their children wear clothing which will allow students to play and explore freely. Therefore, **casual washable clothing is recommended**. Please dress your child in clothes that encourage independence in dressing. Children are encouraged to dress themselves and will receive help if needed; please encourage the same at home. Halter tops or tops with spaghetti straps hinder freedom of movement.

Preschool children are full of energy and constantly on the go. Therefore, **tennis shoes are the desired form of footwear for preschool children**. Please **do not** send your child to class in sandals, open-toed shoes, flip-flops, clogs, or backless shoes.

Please put an extra set of clothes (pants, shirt, underwear, and socks) in a zip-lock plastic bag with your child's name attached to the bag to be kept at school for accidents. If your child borrows clothes from the school, please wash the items borrowed and return them. Underwear should be replaced with new ones.

Label ALL items that your child will be bringing to school. This includes clothing, school bags, snacks, etc. Please do not let your child bring in any toy from home unless it is designated as a show- and-tell day. This will allow for fewer personal toys being lost or broken.

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 separating from parents. Therefore, we will provide a Meet & Greet experience in your child's classroom to allow for a positive adjustment and beginning of school experience.

The first day of school, children will arrive with one parent/guardian at the scheduled time. Parents are encouraged to use the normal means of drop-off for their child on the first day of school.

Arrival and Dismissal Procedures

At the Parent Orientation Meeting in August, parents will be given a card which should be placed in their window to help with the dismissal of the children.

The following procedures will be enforced regarding preschool arrival and dismissal. A preschool teacher or aide will remove your child from the car at arrival or place your child in the car at dismissal.

PreK Drop-off Times: 8:00-8:10 am

PreK Pick-up Times: 11:30-11:40 (am session) or 2:00-2:10 (full-day session)

3's & 4's Drop-off Times: 8:30-8:40 am

3's & 4's Pick-up Times: 11:00-11:10 am

In addition, the following school procedures must be followed:

1. If you arrive at a time other than those listed above, please park in the parking lot and enter the building, using the doors in front of the school and "buzz in" for entrance. Stop at the school office for assistance. This procedure is enforced for all students attending Assumption Academy School.

2. Please do not tap on classroom windows to ask for entrance assistance.

3. Please do not attempt to get a student's attention to open the doors for you. This is in direct conflict with what we are teaching our children.

4. If someone other than the designated person is picking up a child, permission by the parent/guardian must be given to the teacher in writing and a picture ID is required. No exceptions.

Late Pick-Up Fees

There is a fee for late pick-up after your child's class. The fee per child is as follows:

5 minutes late	\$5.00
10 minutes late	\$10.00
15 minutes late	\$20.00
20 minutes late	\$30.00
30 minutes late	\$50.00

It is not our wish to collect money in late pick-up fees but rather to ensure the prompt and efficient dismissal of children.

Telephone Access

Assumption Academy's preschool's telephone number is: 440.526.4877. A staff member may be reached at this number Monday through Friday from 8:00am to 2:00pm. Please be aware of program class times when calling. If classes are in session, please leave a message and the staff will get back to you as soon as possible.

Peanut Free School

Assumption Academy preschool is a peanut-free environment. Please make sure your child's personal daily snack does not contain peanuts, nut oil, tree nuts, or peanut derivatives of any kind.

Snacks

Parents will provide their child with a nutritious snack when their child attends the program. A "nutritious snack" means a snack that provides nutritional value, containing a fruit or a vegetable. Please make snacks easy for your child to open and eat, as snack time provides an opportunity to practice self-help skills and manners. Please provide a **reusable, leak-proof** water bottle each day. **Please have snacks and water bottles labeled with your child's name.** If a child forgets his/her snack, a small bag of pretzels or crackers will be provided.

Classroom Roster

A roster will be prepared annually for each group of children in the program. This will include the name, address 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.

Absences

When your child is absent from school, the parent/guardian must phone in the absence to Assumption Academy at 440.526.4877.

Closings

In the case of extremely bad weather, we will close to ensure the safety of the parents and staff. Assumption Academy preschool will be closed whenever the Brecksville- Broadview Heights City Schools close for snow and/or weather emergencies. We will update our website to reflect any school closings. Parents will be notified of school closings through an alert now phone call.

Holiday Closings

Preschool classes will adhere to the day school calendar which will be given out at the Parent Orientation meeting in August each year. The following holidays and no-school days will be observed:

New Year's Day
Martin Luther King Day
Presidents' Day
Easter Break
Memorial Day
Thanksgiving Break
Christmas Break
Labor Day
Teacher In-Service Days

Parent/Teacher Communication

We pride ourselves on our positive interaction with parents. Please feel free to discuss any concerns or suggestions you may have with your child's teacher, preschool director or school principal.

Principal- Tom Krebs

tom.krebs@assumptionacademy.org

Preschool Director- Christine Siegel

christine.siegel@assumptionacademy.org

Together, we can give your child a pleasant and rewarding preschool experience, which will bridge their entrance into school academics.

Our usual means of communicating with the parents/guardians are emails or written notes carried home by the child in his/her book bag. Check your child's book bag daily to see if he/she is carrying correspondence, as the children may frequently forget that they have a message. These important communications may make a number of trips back and forth before they reach the parent and are answered.

A weekly newsletter (Pre-K) or a monthly newsletter (Preschool 3's & 4's) will be provided to keep you informed of your child's activities and school news.

Conferences and Parent Participation

A Progress Report will be sent home in November, advising parents of their child's adjustment to preschool. Conferences will be held in October and November with parents/guardians. You will be notified in advance of the dates and times available. Another conference can be scheduled separately with the individual teacher for the needs of guidance as to which program the child should go into for the upcoming school year.

Preschool days are full of fun activities and projects – some of which require parental cutting, gluing, assembly, etc. Parents will periodically be asked to assist with a school project, which can be completed at home.

Vision and Hearing Testing

The Assumption Academy nurse will administer vision and hearing testing to the children enrolled in the preschool program. Communication will be sent home advising parents if additional testing is required.

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 main parking area and enter the building through the main school entrance. Please "buzz in" for entrance. This procedure is enforced for everyone wishing entrance into Assumption Academy. You will be asked to sign our visitor log in the school office and wear a school visitor badge.

3. If someone else is picking up your child, permission by the parents/guardians must be given to the teacher in writing. A photo ID is required. No exceptions.

Our program has immediate access to a working telephone within the preschool classroom at all times (440.526.4877).

Regular fire drills, tornado drills, and lockdowns will be performed in accordance with the day school scheduling of such drills. Emergency awareness is part of our curriculum. A record of these drills is available on the emergency bulletin board inside the classroom. During dismissal, parents will be informed that an emergency drill took place while their child was in attendance.

Fire, tornado, and lockdown procedures are posted inside the classroom which explain the action to be taken. The staff has been trained in their responsibilities in case of any emergency. Diagrams of evacuation routes are posted in the classroom.

Use of spray aerosols shall be prohibited when children are in attendance.

Withdrawal Policy

In the event a parent wishes to withdraw their child from one of our programs, the parent should advise Mrs. Kristin Smigelski, kristin.smigelski@assumptionacademy.org, in writing of the child's name, program attending, and the date of the child's last day. When we have been notified of your child's pending withdrawal, we will send you a form to discontinue your direct deposit tuition payments. If your child will leave our program in the middle of the month, there will not be a refund for the remainder of the month. The registration, materials fee and first month's tuition are non-refundable.

Family Custodial Policy

For the safety of the children, our preschool will adhere to the "Family/Custodial Matters" guidelines found on page 44 of Assumption Academy Parent- Student Handbook which can be found on the school website. When there is a court order regarding custodial rights, the custodial parent must furnish our program with the court order and complete a custody form before a child may attend.

Health and Safety

When an accident or injury occurs, the child will be taken to the nurse for observation. A copy of the accident report will be sent home that day with the child for the parent's review. The original copy of the accident report will be put in the student's file. A log of all accidents will be maintained.

Hand washing before and after meals, as well as after restroom breaks, are required. The preschool staff, as well, will adhere to these procedures.

All preschool staff members are alert to potential hazards. No child is ever left alone or unsupervised. Children will be greeted at the school door 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 teachers are trained in first aid, CPR, and communicable diseases. In case of illness, a child will be removed from the classroom. A preschool 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 emergency, the parents/guardians will be called and asked to come to the school. If it is a serious incident, 9-1-1 will be called. We will transport your child to the nearest hospital by emergency vehicle. The principal or a preschool 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. If a student leaves school due to fever, he/she must be fever free for 24 hours (without the use of fever-reducing medication) prior to returning to school. Also, do not send a child with a sore throat, stomachache, vomiting, diarrhea, excessive runny nose or earache. A child who has vomiting and diarrhea must not return to school until he/she has had a 24 hour period without vomiting and diarrhea. There will be no exceptions. This is to ensure that the child has time to recover and to reduce the risk of spreading the illness to others.

Medication Policies and Procedures

Prior to 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 the administration of any medication, food supplement, modified diet, or fluoride supplement. Each time medication is administered; a written record or log including dosage, date and time shall be made. The record or log shall be kept on file for one year.

Management of Communicable Diseases

If a child has more than a mild 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 a fever breaks.
- If your child is sick during the night or before school, please keep them home.

- If you suspect strep throat and have a culture taken, please do not send them back to school until you receive the negative result of the culture.
- If your child has an auxiliary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called. 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.
- The staff is trained in communicable diseases, as required by the State of Ohio. They will observe all children upon arrival. If any communicable disease symptoms are present, the child will be escorted to the nurse for further observation.
- If a communicable disease has been verified at Assumption Academy's preschool or day school, a letter from the school nurse will be sent home with the students, informing the parents of the nature of the disease, as well as symptoms and preventative measures.

List of the Most Common Communicable Diseases

Chicken Pox: Fever. Rash appears in the form of small pimples which in a day fill up with 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 is at least 5 days from the time the rash appears.

Mumps: Fever. Swelling of 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 the 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 the 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. Children 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 the course of infection and until discharges from infected mucous membranes cease.

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

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24-hour period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis.
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patches.
8. Unusually dark urine and/or gray or white stools.
9. Unusual spots and/or rashes.
10. Sore throat and difficulty swallowing and/or elevated temperature.
11. Stiff neck.
12. Evidence of lice, scabies or other parasitic infestation.
13. Elevated temperature.
14. Vomiting.

Discipline Policy

Assumption Academy 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 guidelines:

- *Clear, consistent, and reasonable limits will be set and followed through by enforcing these limits.
- *The rules and directions 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 preschool teacher will initiate observation times and conferences with the 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, the parent/guardian will be asked to withdraw the child.

Under no circumstances will the following unacceptable methods of discipline be administered to any child of Assumption Academy Preschool. Any violation by a staff member of any of the following will result in immediate dismissal.

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 of the preschool program.

All staff members have received a copy of the above discipline policies for review upon employment. All God’s children at Assumption Academy Preschool are precious and will be treated with respect and kindness.

Field Trips

Assumption Academy Preschool offers “In-house” field trips such as a visit from the fire department or Kindermusik.

Swimming Policy

Assumption Academy Preschool will not provide swimming activities.

Abuse Reporting Requirement

The staff of Assumption Academy Preschool is mandated by Ohio Law to report suspicions of abuse or neglect to the Child Abuse Hotline at 696-KIDS. Staff members are trained in Recognition of Child Abuse and Neglect.

Non-Discrimination Statement

Assumption Academy Preschool advertises in the public media in order to make openings known to all. Assumption Academy Preschool recruits and admits students of any race, color, gender, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its education programs. Special needs children are welcome.

HIV/AIDS Policy

The preschool will follow the Diocese of Cleveland Aids Policy, which can be found on page 44 of the Assumption Academy Student/Parent Handbook. Parents can download a copy from the school website.

Additional Information

If you desire further information regarding the programming at Assumption Academy Preschool, the State Department of Education, Early Childhood Department can be called at 614.466.0224. If you wish to obtain a compliance report, please contact the school office.