

# ST. EDWARD KINDERGARTEN ENRICHMENT PROGRAM 2012-2013 Parent Handbook



*Children are a Gift from God. They are His Reward.*

***Psalm 127:3***

Pastor: Msgr. Paul P. Enke

Director: Linda Foley

Teachers: Traci Hedstrom & Kathy Frank

Parish Office: 740-587-3254

**Preschool Office: 740-587-3275** or [preschool@saintedwards.org](mailto:preschool@saintedwards.org)

ST EDWARD THE CONFESSOR, 785 NEWARK ROAD

GRANVILLE, OHIO 43023-1450

[www.saintedwardspreschool.org](http://www.saintedwardspreschool.org)

## OUR STAFF WELCOMES YOU!

**Mass** is celebrated:   Weekday: 9:00 AM  
                                  Saturday: 5:00 PM  
                                  Sunday:   8:15 AM & 10:45 AM

### **Parish Office Staff:**

Msgr. Enke, Pastor  
Mr. Mike (Millisor), RCI A & Parish School of Religion  
Mrs. McDonald (Paula), Administrative Assistant  
Mrs. Hinterschied (Barb), Parish Secretary  
Mrs. Meagher\_(Janet), Parish Secretary  
Mr. Lahmon (Floyd), Mrs. Kinney (Diane) & Mr. Kinney (Pat), Maintenance

### **Preschool Staff:**

Preschool Director/Teacher: Mrs. Foley (Linda) [preschool@saintedwards.org](mailto:preschool@saintedwards.org)  
Kindergarten Enrichment Teacher: Mrs. Hedstrom (Traci) [tracihedstrom@columbus.rr.com](mailto:tracihedstrom@columbus.rr.com)  
Teacher Assistant: Mrs. Frank (Kathy)  
Art Teacher: Mrs. Markgraf (Karen)  
Music Teacher: Mrs. Koch-Worrell (Carol)  
Gym Activities: Mrs. Shomaker (Cecilia)

Substitute Teachers: Mrs. Beckett (Kelly), Mrs. Priano (Leigh), Mrs. Devito (Nicole) and Mrs. Vogelmeier (Ashley)

### **Director Office Hours:**

Afternoons: Monday through Friday: 12:30 – 3:30 PM  
Other times may be scheduled at the convenience of the parent and director.

Nancy McDonough is the administrator in charge if the regular director is not available.

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**Important Note to Parents:** Please read this document thoroughly and keep it nearby for reference throughout the year. It is a mandated law that all parents receive/review the Parent Handbook and sign a statement that they have received, read and agree to abide by the policies and procedures set forth by the administration of the preschool program.

## ST. EDWARD KINDERGARTEN ENRICHMENT POLICIES & PROCEDURES

**PRINCIPLES:** The basic purpose of St. Edward Kindergarten Enrichment Program (KEP) is to provide a supplement to the child's kindergarten program. Our program will ensure that Christian truths and values are fully integrated with the lives and academic programs of the children. Values such as Teamwork, Citizenship, Problem solving, Kindness, Honesty, Respect, Self-discipline, Responsibility and Perseverance will be interwoven throughout the program. As a ministry to children and their families, we provide a caring and nurturing atmosphere where our Christian beliefs are expressed by example. We accept each child as an individual, striving to help each one develop a positive self-image.

**GOALS:** Our regular program goals are to plan and structure play experiences in a Christian environment to enhance and facilitate growth and for each child to:

- become independent and self motivated
- be a creative thinker and problem solver
- express him/herself through language development
- function successfully in a group of peers
- gain a sense of self-worth as a special part of God's community

Beyond these goals we plan for children to have:

- support and assistance in helping them be successful in their K classroom
- daily exercise through planned activities
- game day promoting team play
- teacher directed and independent centers

**REGISTRATION:** A non-refundable fee of \$200 is required when registering for the program. This fee will be applied to your tuition.

**CALENDAR:** We will be following Granville's school calendar for vacation days. Our first and last days will be the same as Granville's dates (August 22<sup>nd</sup> and May 30<sup>th</sup>). We are unsure of make up days and will be making that decision as the time arises.

**ENROLLMENT PRIORITIES:** The priority levels are:

- First priority is given to children who are members of active and contributing families of the parish. Priority is given for the children who have attended the preschool program.
- Second priority is given to children who are members of neighboring Catholic parishes.
- Third priority is given to children of families who are non-parishioners.

**TUITION:** We operate class everyday that Granville is in operation (except for the 1<sup>st</sup> Friday in December). When Granville has early dismissal, we will be open even though no bus transportation will be provided.

Tuition is calculated by the number of days offered and the length of the session. Art and music are additional costs.

<b>DAYS</b>	<b>FULL TUITION</b>	<b>SUBSIDY AMOUNT**</b>	<b>(REMAINING TUITION)</b>
T/R w/music & art	\$2147	\$245	(\$1902)
M/W	\$1527	\$245	(\$1282)
M/W/F*	\$2173	\$348	(\$1824)
M/T/W w/music	\$2493	\$371	(\$2122)
M/W/R w/art	\$2493	\$371	(\$2122)
M through R w/art & music	\$3299	\$480	(\$2820)
M through Friday* w/art & music	\$4097	\$608	(\$3490)

\*Due to high use of the classrooms on weekends, Friday classes end at 2:45 PM.

\*\*St. Edward's Parish families may request the parish-subsidized rate of tuition. Details for the request are found on the Subsidy Request Form.

**TUITION PAYMENT OPTIONS:**

- ❑ Full payment by May 20th to receive a 5% discount with a check, cash or through Electronic Fund Transfer (EFT) checking or credit card.
- ❑ A 10-month installment payment plan through Electronic Fund Transfer (EFT) checking or credit card is also an option. The first payment will begin on August 5<sup>th</sup> with 9 consecutive monthly payments on the 5<sup>th</sup> of each month ending on May 5th.

A discount of 5% is given for each additional younger child enrolled. There will be no tuition adjustments made for calamity days as the weather is out of our control. We will make every effort to make up days if more than 5 days are missed due to weather or other emergencies.

We expect that your child will attend the entire school year. Please provide two weeks written notice to the preschool director prior to withdrawing your child from the program. Refunds will be at the discretion of the administration depending upon time of year and ability to find a child to fill the slot. Our budget to operate a quality program is based upon full enrollment.

**TUITION SUBSIDY:** St. Edward's Parish families who are "active" as defined below, may receive the parish-subsidized rate of tuition. Non-active Catholic families, Catholics from outside St. Edward Parish and families of other faiths pay the full cost per pupil. Parishioner rate is available to families who qualify for the parish subsidy. Active member is defined by:

- ◆ Recognize the importance, and accept the responsibility of providing for your children active witness in living the Catholic faith and
- ◆ Attend Holy Mass (Sat/Sunday) with your child(ren) regularly and
- ◆ Be actively involved in one of our many parish activities and ministries and
- ◆ Make your home a haven of family prayer, praying together regularly for your needs and those of the parish and

- ♦ Regularly and faithfully support the Parish financially by using contribution envelopes or EFT. (Note: If the parish does not have record of your contributions, the subsidy cannot be applied.)

**STAFF/CHILD RATIOS:** The teacher/child ratios at St. Edwards KEP will never fall below 1:14 unless a staff member is taking a child to the restroom or performing other needed duties.

The staff will consist of a dedicated teacher who is committed to providing a high quality program for children. Teachers and assistants will have extensive experience, be knowledgeable and dedicated to the education of young children. Volunteers must meet requirements established by the Diocese of Columbus and sign an agreement. See the Parish Code of Conduct at the end of this handbook. Other requirements enforced by the Department of Jobs and Family Services must also be met.

**SUPERVISION:** School children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- (a) Children are within hearing distance of a child care staff member,
- (b) The child care staff member checks on the children at least every five minutes until they return to the group,
- (c) The restroom shall be for the exclusive use of the center.

**ATTENDANCE:** If a child will be absent, please notify the Director by phone (740-587-3275) or e-mail [preschool@saintedwards.org](mailto:preschool@saintedwards.org) by 8:30 AM. Voice mail is available. A text may also be sent to 614-353-3259. Promptness at pick-up is expected.

If child is not reported as absent and is not transported to our program from the school bus or other mode of transportation, by the time the bus arrives, the staff will make every possible attempt to contact a parent immediately after attendance is taken. Parent will be contacted by phone that the child has not arrived to the center.

**EARLY RELEASE DAYS:** When Granville does not have kindergarten due to early dismissal days, we will still have our program. Since the bus will not be dropping/picking up the children on those days, parents will need to arrange for transportation.

In AM, children may be dropped off at the regular time and picked up by bus around noon. In PM, children may be dropped off as early as 11:45 with their packed lunch or at 12:15 if they have eaten.

**CURRICULUM:** Religious education and faith development are central to our school's mission. We particularly emphasize weaving Catholic faith doctrine and Christian values into each day's activities.

Our program is designed to utilize positive current findings in early education, which emphasizes exploration, experimentation and discovery through play and creative experiences with emphasis on

perceptual motor, language arts, and listening skills. As an active learner the child will develop competencies in areas of spiritual, social, emotional, cognitive and motor development.

The Ohio Department of Education's Content Standards will guide us in the understanding of what these young learners should know and be able to do in reading, writing, mathematics, science and social studies before entering first grade. These standards can be viewed at [www.ohioacademicstandards.com](http://www.ohioacademicstandards.com).

The program will meet the developmental needs of the whole child through creative play with emphasis on perceptual motor, language arts, and listening skills. The Reggio Emilia philosophy is respected throughout the curriculum. Value is given to communication and openness to information. We believe that "All children have preparedness, potential curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everything the environment brings to them. Teachers are deeply aware of children's potentials and construct all their work and the environment of the children's experience to respond appropriately." (The First Steps Toward Teaching The Reggio Way by Joanne Hendrick, pg. 16-17).

Resources include: Catholic Diocese Religion Graded Course of Study P-12 (2006), Creative Curriculum for Preschoolers ([www.teachingstrategies.com](http://www.teachingstrategies.com)) and DLM Early Express by McGraw Hill.

**CLASSROOM ACTIVITIES:** We strive to provide a balance of structure and choice through teacher/child directed activities that promote both quiet and active play.

Enrichment Activities:

- ❑ Math and language skills will be emphasized on Mondays and Wednesdays.
- ❑ Art supplies will be available daily for children's own creative drawings or creations. Few crafts will be offered.
- ❑ Assistance with kindergarten goals will be offered as requested by parents/teacher.
- ❑ Carol Koch-Worrell provides music for one hour on Tuesdays.
- ❑ Karen Markgraf offers art studio experiences for one hour on Thursdays.
- ❑ Cecilia Shomaker provides organized exercise classes on Tuesdays and Wednesdays. Large muscle play will be a daily commitment.

**Sample Schedule:**

11:50	Arrival (staff will escort children from the school bus) & hand washing. Group Lunch with prayer and conversation
12:15	Recess
12:40	Circle & Story
1:00	Reading and Language Arts Centers
1:30	Game Day
2:00	Snack/Math Center
2:30	Math Center
3:00	Circle, story, goodbye
3:15	Dismissal

**Schedules may be flexed to best meet the children's needs and time requirements for a variation in activities.**

We try to go outside every day, weather permitting (temperature of 35-85 degrees, wind chill, heat index taken into consideration). We have a fenced in play area with a variety of equipment that encourages large muscle development. We also utilize the large outdoor grounds that surround the parish for running up and down hills, jumping, hiding behind trees/shrubs, exploring and observing nature. The Parish Hall is our "large muscle" room and is used primarily when we cannot go outside to play. Teachers plan a variety of activities, which may include movement, games set to music, and use of such equipment as balance beams, beanbags, hoops, tunnels, or parachutes.

**LUNCH & SNACK:** The child will bring a nutritionally prepared lunch and snack. The lunch shall include a meat/meat alternative, bread/grain and fruit/vegetable. Parents will send a napkin and utensils as needed. Milk and water will be provided daily. If children come without a lunch, they will be given a peanut butter sandwich with a vegetable and fruit. Supplemental food will be offered to each child if the parent provided meal does not meet nutritional requirements. An e-mail message will be sent to the parent asking for some type of reimbursement (such as a gallon of milk, peanut butter etc.) Lunchtime is most everyone's favorite part of the day!! We all sit together, bless our food and discuss events. We practice our social skills such as passing plates, saying please, thank-you and listening while another is talking. All special dietary needs or food allergies should be listed on the child's health information form and may require a medical plan to be completed.

**PARTIES & CELEBRATIONS:** We do not wish to compete with the birthday and holiday parties that normally occur at school. Our celebrations will be low key and relaxed without extravagance.

**BUS ARRIVAL & DEPARTURE:** Parents must make their own bus transportation arrangements with the school district. In the AM class, children will be picked up by the Granville bus and taken to Kindergarten. In the PM class, the bus will drop off children after their Kindergarten class. Staff will supervise children to and from the bus. Children shall not be permitted to walk unsupervised from the vehicle. If children do not arrive off the bus, the procedure will be followed that is described in the "Attendance" section of this handbook.

**ARRIVAL AND DISMISSAL:** Staff will pick up your child from your car prior to class and will also bring your child out to the car at dismissal times. This is not to discourage parents from coming in, but offers an alternative for those who have little ones or only have a limited amount of time.

Be cautious in the parking lot. Cars and parking lots can sometimes be unsafe. We recommend parking in a position that you can pull out of. Then you will not have any backing up to do. Hold your child's hand at all times until they are in the building or car and the doors are closed. At no time during arrival and dismissal should children be running and playing in the hallways, sidewalks or parking lot even if parents are present.

Arrival and dismissal is never an appropriate time to become visibly angry with your child or to shame him. Through gentleness, firmness, consistency, having faith in them, supporting him, encouraging him (not bribing) he/she will learn to do the right thing. We will use modeling, encouragement, praise and accepting natural consequences for our decisions and actions.

No child wants to be the first and last, so try and wait until you see a few other children arriving and be punctual about pick-up. A late fee of \$1 per minute may be charged for pick-ups after dismissal time.

If you have too many little ones with you and need help, let us know beforehand and we will be glad to assist you. **Never leave other children in the car** when you deliver a preschool child. DO NOT drop your child off in the parking lot unless he/she is with a staff member. Do not allow a child's sibling or other child to escort him/her to the classroom without adult supervision. Never leave your car parked in the drop-off/pick-up line.

**Procedures for parents escorting their child into classrooms upon arrival:** Children should arrive to class no more than 5 minutes prior to class start time. The staff will be busy preparing for the day's activities until that time. Please ensure that the teacher makes verbal acknowledgment of your child's arrival before you leave. (It is helpful if you assist the child with putting his/her belongings into the cubby; visit the restroom and wash hands).

**Pick up Procedures upon Dismissal:**

- ❑ Parents picking up children early need to directly inform the teacher.
- ❑ Please come to the classroom door to pick up your child. Check to see that he/she has everything out of the cubby. We will come to the door when it is time for dismissal.
- ❑ Please understand the teacher's primary responsibility is to ensure that each child departs in a safe and secure manner. If you need to discuss issues with the teacher please wait until the other children have departed.
- ❑ The child will not be permitted to leave a staff member until a parent or other designated adult has come to get them. Children must be under the direct supervision of a staff member at all times.
- ❑ The teacher must have written permission to release the child to an adult other than the parent and may request ID of any one that we do not recognize. Please notify the teacher of any special circumstances regarding pick-up authorization.

Although you are welcome to escort your child to his/her classroom, many parents have other young children in the car, and due to safety we offer to pick up the children at the sidewalk. Even if you do not have a younger child, we will gladly escort your child to the room as experience has proven it to be an enjoyable routine for all.

**Procedures for staff to escort your child from your car upon arrival:**

- ❑ Staff will be ready to escort your child into the classroom (5 minutes before class begins) from the sidewalk area between the main sidewalk and the parish entrance sidewalk. The first car needs to pull up to the sidewalk that leads to the main church entrance. {This utilizes the sidewalk between the parish office and the main sidewalk into the church so children will not be tempted to run across the grassed area (which may be muddy) to get to parents.}
- ❑ Stay in the car and we will assist getting your child out of the car and shut the door to ensure safety.

- ❑ The child will need to hold the staff member's hand until they get inside the double glass door. (This is because the child may remember something and try to catch you running into the path of a car.)
- ❑ If your child refuses to get out of the car, we will not use force to remove him. If this happens, calmly pull into a parking space and escort your child into the preschool room. It is important to follow through with his/her attendance. If the child cries for more than 10 minutes, the director will call the parent.

**Procedures for staff to escort your child to your car upon dismissal:**

- ❑ Please make a sign with the child's first name written in large letters. This sign should be visible to the staff member as you approach the sidewalk in the car line. It is helpful if you attach it to your passenger side sun visor with a rubber band and flip the visor down. You may need to roll down the window since some cars have tinted glass.
- ❑ A staff member will bring your child out to the car.
- ❑ Please pull car forward and out of the line if you need to assist child in buckling seat belt. This will facilitate pick-up for everyone.

**STAFF/PARENT INTERACTION:** Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the principle influence in children's lives.

These are some ways our program promotes two-way communication.

- ❑ Information about the program's philosophy and policies is given to parents in written form.
- ❑ Parents are informed about the enrichment program through regular newsletters, bulletin boards, notes, phone calls or e-mails.
- ❑ Parents are welcome visitors at all times. Due to licensing rules, other children must be left at home. The Director must clear classroom visitations by those other than parents.
- ❑ A class roster of the child's names, parent's names and telephone numbers of parents or guardians of children attending our school will be made available upon request from parents. Each class list includes all parents who have given permission to release their names and phone numbers from the class that their child is enrolled.
- ❑ Children's work and pictures will be displayed throughout the rooms and hallways.
- ❑ Parents are encouraged to arrange for a meeting with the teacher whenever further communication is desired.

It is very helpful for us to know of any special stresses in your child's life (a birth, a death, separation, death of a pet, etc.). This information helps us to be more sensitive to your child's feelings and needs.

**Custodial Rights:** All documents pertaining to custodial rights must be in the child's school file. These documents include temporary orders, final orders, restraining orders, protective orders and guardianship papers. It is the responsibility of the custodial parent (or the residential parent in shared parenting agreements) to provide the director with all pertinent documents. In the absence of a court order directing the administration to perform a given act or in the absence of direction from the proper authorities, the administration of the school will decline involvement in matters regarding custodial rights.

**GUIDANCE AND MANAGEMENT POLICIES:** Our goal for guidance of a child's behavior focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits. Teachers will:

- ❑ Use positive suggestions
- ❑ Emphasize desirable aspects of behavior
- ❑ Give child opportunities to make choices when appropriate
- ❑ Explain reasons behind expectations
- ❑ Use a variety of methods to communicate expectations

With adult supervision, a child may be separated from the group of other children for a brief duration (no longer than one minute per child's age) when he/she is unable to control his/her behavior. When a child's consistent inappropriate behavior interferes with teachers' and other children's rights or becomes a safety concern, the following steps will be taken:

1. Observation of the child
2. Parent/Teacher conference to discuss concerns.
3. Implementation of a behavior plan designed by the director, teacher and parent. This plan would be consistent with the requirements of Rules 5101:2-12-22 OAC.
4. If these steps fail to bring about positive change, the child's participation in the program may be terminated.

The method of discipline by the staff shall be restricted as follows:

- ❑ There shall be no cruel, harsh or unusual punishment.
- ❑ No discipline technique shall be delegated to any other child.
- ❑ No physical restraints shall be used to confine a child.
- ❑ No child shall be placed in a locked area.
- ❑ No child shall be subjected to profane language, threats or derogatory remarks.
- ❑ Discipline shall not be imposed on a child for failure to eat or for toilet accidents.
- ❑ Techniques of discipline shall not humiliate, shame or frighten a child.
- ❑ Discipline shall not include withholding anything.
- ❑ Spanking will not be used as a means of discipline.

All staff members are provided with an in service on discipline and child guidance prior to hiring. They also receive a copy of the discipline policy for review prior to their first day of employment. These policies apply to all individuals who are in contact with the children.

#### **POLICY REGARDING MANAGEMENT OF COMMUNICABLE DISEASES:**

If the child has missed his/her kindergarten class in the morning due to illness, we ask that they do not attend the KEP.

The teacher trained in recognizing communicable diseases will conduct an informal health check when your child arrives. A child who shows any signs of illness shall be separated immediately from the group, provided a cot and supervised until a parent arrives. The parent or a designated adult will be contacted so that the child may be picked up immediately. Signs of illness shall include

- ❑ Temperature of 100 degrees Fahrenheit taken by auxiliary method (under arm)

- ❑ Diarrhea and or vomiting
- ❑ Yellowish skin or eyes
- ❑ Redness of the eye, or eyelid, thick and purulent discharge, matted eyelashes, burning, itching or eye pain
- ❑ Unusual dark urine and or gray or white stool
- ❑ Stiff neck with an elevated temperature
- ❑ Untreated infected skin patches, unusual spots or rashes
- ❑ Evidence of untreated lice, scabies, or other parasitic infections
- ❑ Sore throat or difficulty in swallowing
- ❑ Severe coughing
- ❑ Difficult or rapid breathing

If a child becomes ill while attending our program, the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in the director's office until a parent or guardian arrives.

Any child who has been discharged due to illness shall upon re-admittance to school be observed by a person trained in prevention, recognition and management of communicable diseases before re-entering class. A child must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the child should not return to school until he/she has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). A reference chart on communicable diseases is posted in each classroom.

Parents will be notified in writing if a child has been knowingly exposed to a communicable disease.

**HEALTH IMMUNIZATION POLICY:** All immunizations and health records must be current as stated in Ohio Department of Health. The parent shall provide, prior to the first day of school or no later than thirty days after the start of school, and annually from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The preschool reserves the right to deny class participation to a child if the medical information is not in compliance with state guidelines.

**POLICY REGARDING THE ADMINISTRATION OF MEDICATION AND/OR VITAMINS:**

If your child has had any kind of an allergic reaction, is asthmatic or is subject to seizures, please inform the director **prior** to the first day of school.

The school does not wish to dispense medication at school unless it is **absolutely** necessary (i.e. inhaler for asthma, epi-pen for allergic reactions, insulin). Please ask your physician if the times the medication is to be given could avoid the school class sessions.

If medication needs to be kept at the preschool and administered during school, a written Medical Plan and a Request for Administration of Medication will need to be completed by the parent and may need a physician's signature. A separate form (Request for Administration of Medication) must

be completed for each medication. Medications must be in the original prescription container listing the child's name and instructions.

**SAFETY POLICY:** A staff member in charge of a child or group of children shall be responsible for their safety.

- ❑ Children will be supervised within sight and sound of staff member.
- ❑ A monthly fire drill shall be held at varying times each month.
- ❑ Seasonal tornado drills will be practiced.
- ❑ A plan is posted in each classroom and the indoor play area that explains emergency routes out of the building as well as staff responsibilities in case of fire or severe weather. See Emergency Plan and Dental First Aid posted by the doorway in school rooms.

A first aid kit is readily available and accessible at all times. Teachers are trained in first aid, management of communicable disease, CPR and in child abuse recognition and prevention.

If a child becomes severely ill or injured while at school the staff will immediately call the squad directly or 9-1-1 for the emergency squad to respond. The parents and the physician listed on the child's emergency information form will be notified after the squad has been called. The director will take the child's medical and health records and Emergency Medical Authorization Form to the hospital and stay with the child until a parent or legal guardian assumes responsibility for the child's care. (No child will be admitted without consent to transport in an emergency). **Keep phone numbers and other emergency information current!**

Any incident/injury, including a bump or blow to the head or any other unusual or unexpected event, which jeopardizes the safety of children or staff, will result in an Incident Report to be completed by a staff member and given to the parent at departure and will be reported to the licensing agency.

**In an event of a threat of violence,** the staff will secure the children in the safest location possible; contact and follow the directions given by the proper authorities and contact the parents as soon as the situation would allow. Each room has an inside lock which may be used at any time.

**Evacuation:** If there is a threat to the children's safety due to environmental situations, the staff will escort the children by foot to Msgr. Enke's residence, which is directly across the street. Parents would be called immediately.

**Detailed Safety Plan:** A detailed safety plan, as required by law, has been established by St. Edward's preschool. A copy has been sent to the local fire and police departments and to the Attorney General's Office.

**Child Abuse and neglect:** Staff member must immediately notify the local Public Children's Service Agency when child abuse or neglect is suspected. Please inform the teacher of any accidents or injuries which occur away from school.

**Furniture and equipment** of appropriate size will be maintained and kept in a safe and sanitary condition. Table surfaces are washed and sanitized before and after child use on a daily basis; toys and learning materials are disinfected and sanitized on a regular basis; unused electrical outlets are covered and protective material is placed under climbing equipment.

**Student Accident insurance** is provided for all students enrolled. The policy, through the Diocese of Columbus, is a wrap-around policy that supplements the student's (parent's) primary coverage. Mutual of Omaha Insurance Company underwrites the Student Accident Insurance.

**GRIEVANCE PROCEDURE:** An atmosphere of mutual respect is to be maintained by all parties involved in the grievance process: When a parent has a concern regarding the program, these steps should be followed:

1. Talk to the teacher about the concern. If the issue is not resolved:
2. Talk to the program director. If the issue is not resolved:
3. Meet with the teacher and the program director to work out a plan that is acceptable to all parties.
4. Call Ohio Job and Family services with number listed on the license. Also refer to the attached handout entitled Center Parent Information Required by Administrative Code.

**CONFLICT RESOLUTION:** To ensure privacy when parent-to-parent, parent-to-child, or child-to-child conflict situations arise; discussions with the parties involved will be held in the director's office. Having such discussions in or near the classroom would be inappropriate and could compromise confidentiality in the situation.

**LICENSED:** St. Edward's is licensed for school age care through Ohio Department of Jobs and Family Services. Please take time to read the attachment at the end of this handbook that addresses information on licensing. The license and the inspection report will be posted outside the classrooms.

**VIDEO TAPING AND PHOTOGRAPHY:** Parents must consent and sign a release form before children may be photographed and occasionally video taped.

**CLASS DELAYS/CANCELLATIONS:** Our delays and cancellations will most likely follow Granville's early dismissals and closings due to weather. It is still important for you to look for **St. Edward Preschool Granville on the closing & delay listings**. (There is another St. Edward Preschool in Franklin County.)

- Tune in to the following Radio Stations:  
AM: WTVN-610, WCOL-1230, WBNS-1460  
FM: WCOL-92.3, WLZT-93.3, WBNS-97.1, WNCI - 97.9, WBNR-105.7
- Tune in to the following Columbus Television Stations:  
Channel 4 (NBC), Channel 6 (ABC), Channel 10 (CBS), Channel 28 (FOX),  
ONN-TV
- Access any of these websites, and click on the school delay/closing icon:  
[www.610wtvn.com](http://www.610wtvn.com)    [www.nbc4i.com](http://www.nbc4i.com)    [www.abc6onyourside.com](http://www.abc6onyourside.com)  
[www.10tv.com](http://www.10tv.com)    [www.ONNtv.com](http://www.ONNtv.com)    [www.dispatch.com](http://www.dispatch.com)

**If you have any questions about delays or cancellations text or call Linda Foley at 614-353-3259.** Should an early dismissal be necessary, parents will be called using the information provided upon admission. Release of a child can only be made to parents and persons identified as an emergency contact.

Note: If Granville is on a 1-hour delay, we will most likely be on a 1-hour delay. But if they have a 2-hour delay in the AM, we will most likely close our AM program. If we have a 1-hour delay, pick-up time would remain the same.