

ST. EDWARD PRESCHOOL PROGRAM 2010-2011 Parent Handbook



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

Psalm 127:3

Pastor: Msgr. Paul P. Enke

Preschool Director/Teacher: Linda Foley

Preschool Teachers: Nancy McDonough & Traci Hedstrom

Parish Office: 740-587-3254

Preschool Office: 740-587-3275 or preschool@saintedwards.org

ST EDWARD THE CONFESSOR, 785 NEWARK ROAD

GRANVILLE, OHIO 43023-1450

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 (names underlined as to how the children are to address):

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. McDonald (Dick) , Mrs. Kinney (Diane) & Mr. Pat (Kinney), Maintenance

Preschool Staff:

Preschool Director/Teacher: Linda Foley preschool@saintedwards.org

Preschool Teacher: Traci Hedstrom tracihedstrom@columbus.rr.com

Preschool Teacher: Nancy McDonough nancymcd@rodrunner.com

Teacher Assistants: Chrsi Rogerson, Tish Perulfi, Beth Flowers, Kathy Frank and Jennifer McClow

Substitute Teachers: staff listed above, Cecilia Shomaker, and Katie Blubaugh

Director Office Hours:

Afternoons: Monday through Friday: 8:30 – Noon

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.

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 PRESCHOOL 2010-2011 POLICIES & PROCEDURES

PRINCIPLES: The basic purpose of St. Edward Preschool is to assure 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 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

REGISTRATION: Registration for St. Edward's Preschool begins in February. A completed registration form and a \$75.00 non-refundable deposit are required at the time of registration. Families will be given a status update of their registration (likelihood of admission or position on the waiting list) by March.

The child must reach age three by September 30th of the enrolling year and must be totally toilet trained to attend the three-year-old class. The child must reach age four by September 30th of the enrolling year to register for the four-year-old class.

The same curriculum is utilized in all the classes for four/five year old children. The four/five day a week afternoon class is more advanced due to the number of sessions.

A pre-admission interview with the preschool director, child and parents will be conducted by May. The following forms must all be completed and returned before final admission into the program:

- Child Enrollment and Health Information (must be updated annually)
- Tuition Card or Full Payment (due June 1st)
- Parent signature verifying the Parent Handbook was read by parents
- Authorization for: Picture Taking, Walks, Parent Roster
- Child's Medical Statement (Due 30 days after first day of class and updated annually).

ENROLLMENT PRIORITIES: The priority levels are:

- First priority** is given to children with at least one parent who is an active and contributing parishioner to the parish. Priority for the four-year-old class will be given to children previously enrolled in the 3-year-old class.
- Second priority** is given to children who are members of neighboring Catholic parishes.
- Third priority** is given to children of families from the community.

TUITION:

<u>Age groups, days of sessions & times</u>	<u>Full Tuition</u>	<u>Subsidy Amount</u>	<u>Remaining Tuition**</u>
3/4 year olds (2 days a week 9-11:30AM)	\$1175	\$215	\$960
3/4 year olds (3 days a week 9-11:30AM)	\$1642	\$292	\$1350
4/5 year olds (3 days a week 8:55-11:55 AM)	\$1833	\$293	\$1540
4/5 year olds (4 days a week 12:15-3:15 PM)	\$2690	\$400	\$2290
4/5 year olds (5 days a week 12:15-3:15 PM)*	\$3210	\$500	\$2710

*(Friday classes run from 12:15-2:45 PM)

**See tuition subsidy qualification below.

TUITION PAYMENT OPTIONS:

- ❑ Full payment by June 1st to receive a 5% discount with a check, cash or through Electronic Fund Transfer (EFT) checking or credit card to be drawn upon August 5th.
- ❑ 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 5th with 9 consecutive monthly payments on the 5th of each month ending on May 5th.

A discount of 5% is given for each additional child. 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 QUALIFICATION: Active St. Edward's Parish families can request a subsidy by completing and submitting the St. Edward Preschool Subsidy Request Form along with their initial Registration Form. Active status is defined as those families who:

- 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 regularly and
- Are 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 own needs and those of the parish and
- Regularly and faithfully support the Parish financially by using contribution envelopes or EFT. Note: Using envelopes or EFT is the only way the parish can document contributions.

STAFF/CHILD RATIOS: The teacher/child ratios at St. Edwards Preschool will never fall below: 1:12 for 3/4 year olds and 1:14 for 4/5 year olds. Most of the time, unless a staff member is taking a child to the restroom or performing other needed duties, our intent is to maintain the following ratio:

- ❑ 2:10 for 3/4 year olds
- ❑ 2:12 for 4/5 year olds

The staff will consist of dedicated teachers who are committed to providing a high quality program for children. Teachers will hold a minimum of a 4-year degree in education and have extensive experience. Our teaching assistants and substitutes are experienced, knowledgeable and dedicated.

Groups with the staff: child ratio of 2:24 for 3 year olds and 2:28 for 4 year olds will only occur in emergency situations.

Volunteers may be assigned tasks that will ensure the safety and quality of the preschool.

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.

ATTENDANCE: Attendance and promptness at drop off and pick-up is expected. If a child will be absent, please notify the Director (740-587-3275) by 8:30 AM. Voice mail is available.

CURRICULUM: Religious education and faith development are central to our preschool's mission. We particularly emphasize weaving Catholic faith doctrine and Christian values into each day's activities. St. Edward Preschool strives to support parents in their role as the primary educators of their children.

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 Early Learning Academic 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 kindergarten. These standards can be viewed at 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) and DLM Early Express by McGraw Hill.

CLASSROOM ACTIVITIES: We strive to provide a balance of structure and freedom; quiet and active play through teacher/child directed activities.

Children begin and end their preschool morning by joining the teacher on the floor and sitting in a circle (circle time). Music, art, science, math, snack, story-time and physical fitness are incorporated into the daily lessons. During 'free play' children will select from among the following learning centers:

- ❑ library/language arts corner
- ❑ career/writing center
- ❑ science area
- ❑ math/small motor skill area
- ❑ construction/large building block area
- ❑ home/family area
- ❑ art center

Sample Schedule for younger children:

8:55: Arrival
9:00: Circle Time with Opening Activities, Music* & Prayer
9:30: Free Play with Art, Religious activity
10:00: Free Play (Outdoor/Large Muscle Play)
10:40: Snack Time
11:00: Story Time / Journal or Religion Time
11:25: Circle time
11:30: Departure

Sample Schedule for Older Children:

12:10 Arrival
12:15 Circle Time with Music and Prayer
12:35 Choice Time: Will involve art, language arts, math and science activities that revolve around the content standards established by the Ohio Department of Education.
1:45 Clean Up Time in the classroom
1:50 Group Story Time
2:10 Snack Time
2:30 Outdoor/Large Muscle Play
3:00 Journaling/Religion/Clifford Lesson
3:15 Departure

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 with weather permitting (35-85 degrees taken into account; wind chill, heat index, etc.) 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.

SNACKS AND BIRTHDAYS: 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.

Snack time 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.

Parents participate in providing the daily classroom snack on a weekly rotating basis throughout the school year. Your child will be "helper for the week" when she/he is responsible for snack. Some typical tasks for class helper are: Assist setting up snack, Weather Reporter, Calendar Helper and Line leader.

We ask that snacks be nutritious and healthful. We will read labels and learn about nutritious foods during snack time. Children are very interested about what is good for their bodies. Crackers and cereals made from whole grain foods, fruits and vegetables, cheeses, healthy yogurts, and healthy breakfast bars are some basic snack ideas. Children are given a choice of milk or water daily. Although we do not offer 2nds on snacks, they can have as much water and milk as they wish. Older children get the experience of pouring their own beverage. Sugar treats and juices should be limited to birthdays, parties and holidays.

Note: We have a refrigerator, freezer, microwave, stovetop and oven in our parish kitchen if needed.

A "**Snack Calendar**" with children's names assigned to a week will be posted outside the classroom. The rotation takes into consideration the child's birthday with the attempt to have him be the helper and bring snacks close to his birthday date. Teachers also try to give each child the same number of turns in being helper. Please inform the teacher if there is a conflict as you review the calendar. If your child is ill when he/she is helper, you do not need to bring in the snack. We keep extras for such occasions.

A "**Snack Bag**" will be provided and will be sent home the last day of the week prior to your child's turn. This bag serves as a reminder and can be used to bring snacks easily to school. Please bring:
A snack per child plus extra for the 3 staff each day
A half-gallon of milk for the 2-day program or a gallon for 3/4/5 day (just 1 for the week)
A half-gallon of water for the 2-day program or a gallon for 3/4/5 day (just 1 for the week)
Napkins or paper towels

Please write the snack description on the dry erase board outside the classroom door so that other parents will be aware of what they child had that day. If you do not come in at drop-off, just write us a note and we will write it on the board for you. It is a legal requirement that snacks be posted.

Birthdays: Birthdays are important to all of us! We are delighted to celebrate your child's birthday during our regular snack time. We suggest special birthday plates/napkins for this celebration. Birthday celebrations are planned as close to your child's birthday as possible. Summer birthdays will be celebrated as appropriate. Please do not bring balloons, marshmallows or hard candy for children. No goody bag or special planned event.

Special Events: We ask parents to sign up to assist with special celebrations. A seasonal tablecloth, napkins and plates, snack and maybe assisting with a special art/craft project make the day more festive.

CLOTHES, PERSONAL BELONGINGS and SHARING DAY: Children should come to school dressed for active play. Please understand that your child may get paint and dirt on clothes, so please send your child in play clothes. We provide art smocks for paint and water play.

Shoes/boots: Comfortable shoes and loose clothes for running and climbing are best. Tennis shoes are preferred for safety during outdoor play. Flip-flops and croc type shoes are not appropriate for preschool. Boots may be worn to and from school in inclement weather. Please buy boots that children can put on by themselves making sure that zippers, buttons and snaps are in good repair and easily maneuvered by young fingers.

Tote Bags: All children are asked to bring their materials to school in their provided tote bags. This style of bag allows youngsters and teachers to easily drop in artwork & folders. Backpacks are not suitable for this age.

Folders: Colored folders with the child's name will be used for two-way communication between parents and teachers. Folders should be checked daily and returned to the child's tote.

Change of clothing: All children must bring a change of clothes to keep in their cubby in a large re-sealable clear plastic bag labeled with the child's name. These clothes need to be updated by seasons.

Sharing Days: The first Thursday or Friday of every month is Sharing Day. The child can bring something from home to talk about and share at circle time. Please be sure that the item is safe or given to the teacher to ensure supervision. This activity helps to build up children's confidence and language development. The object will then be returned to the child's tote bag after share time.

Personal Belongings: Please label all of your child's personal belongings including tote, boots, jackets, and mittens. Other personal belongings do not belong at school.

ARRIVAL AND DISMISSAL: 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.

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:

- ❑ We ask that parents pick up their child no later than 5 minutes after dismissal. No child likes to be last to leave.
- ❑ Parents picking up children early need to directly inform the teacher.
- ❑ Please come to the preschool 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 preschool 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's 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 their 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 preschool 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 preschool 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.
- ❑ Be ready to get out of the car as you will be in charge of buckling and shutting the door. This will facilitate a safer and faster 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.
- ❑ Parent meetings and an open house is held at the beginning of each year.
- ❑ Parents are informed about the preschool 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.
- ❑ Parent/Teacher Conferences will be scheduled in November and March at the convenience of the parent/s and teacher. The teacher and parent may arrange additional conferences.
- ❑ A class roster of the child's names, parent's names and telephone numbers of parents or guardians of children attending our preschool 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 preschool 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 preschool personnel 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 and volunteers receive a copy of the preschool's discipline policy for review prior to their first day of employment. These policies apply to all individuals who are in contact with the children at the preschool.

POLICY REGARDING MANAGEMENT OF COMMUNICABLE DISEASES: The teacher trained in recognizing communicable diseases will conduct an informal health check when your child arrives for preschool. 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 degree's 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 preschool the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in the preschool office until a parent or guardian arrives.

Any child who has been discharged due to illness shall upon re-admittance to preschool 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 not 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 preschool director **prior** to the first day of school.

The preschool 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 preschool class sessions.

If medication needs to be kept at the preschool and administered during preschool, 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.

- ❑ No child shall ever be left alone or unsupervised.
- ❑ 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 in-door 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 preschool 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 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 preschool 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 preschool 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 Preschool must be licensed 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: Children are photographed and occasionally video taped for educational and evaluative purposes. Parents must consent and a signed release form is kept on file in the preschool office.

CLASS DELAYS/CANCELLATIONS: Our preschool usually will follow Granville's delays and closings due to weather. Director waits to see what Granville has decided and then calls in what the preschool will do. For example, 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.

Please refer to the following for delays and closures. Our school will be called St. Edward Preschool Granville (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 www.nbc4i.com www.abc6onyourside.com
www.10tv.com www.ONNtv.com www.dispatch.com
- To find out if classes are delayed/closed, you may also call the preschool office directly at 587-3275 and listen to the pre-recorded message.
- PLEASE NOTE: If the power goes off at the church, so does the phone system. It will simply keep ringing with no answer!
- 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 contacts.