

PRESCHOOL HANDBOOK

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INTRODUCTION

The St. Ann Catholic School Preschool Handbook is a guide for parents and guardians who are enrolled at St. Ann Catholic School Preschool.

This handbook contains both policies and guidelines to help parents and students understand the operational procedures of the school. All school guidelines may not be contained in this handbook.

This handbook constitutes an agreement among school, parent, and child. Please review this handbook with your child. If you have any questions, please contact the school office at 513-863-0604. Once you have reviewed the handbook, please return to school with the signature portion completed.

MISSION STATEMENT

St. Ann Catholic School is committed to the spiritual, intellectual, physical, and social growth of each student. Our school strives for academic excellence in an environment interwoven with the Gospel values of the Catholic faith. Each student is prepared to meet future challenges and to practice Christian service to the Church and the community.

PHILOSOPHY & GOALS

St. Ann Catholic School is a Parish-structured parochial school in the Archdiocese of Cincinnati that has as its primary goal, the development of each child – spiritually, intellectually, emotionally, socially, physically – within the content of a living and vibrant Catholic Christian community.

We, at St. Ann Catholic School, are committed to the education of children in partnership with Pastor, Principal, Faculty, Staff, and Parents who recognize that, for people of faith, the wisdom and culture transmitted by a school are enriched and put into perspective, by the Gospel message of Jesus.

Working in cooperation with the Parish of St. Ann, and the parents of our students, we, as a school, strive to prepare students to be productive citizens and followers of Christ.

- We believe all students will grow in their Faith, knowing they are loved by God.

- We believe all students are capable of learning.
- We believe all students learn in different ways; curriculum and instructional practices will incorporate a variety of learning activities to accommodate all learning styles.
- We believe all students deserve a quality education in a safe and nurturing environment.
- We believe all students, parents, and staff members deserve to be treated with dignity and respect.
- We believe in educating the whole child to prepare them to be responsible citizens in a global community.

PROGRAM GOALS

The Preschool's primary goal is to encourage a love of learning and a love of God from an early age. We want to guide students to become confident and prepared to enter kindergarten by providing a safe and nurturing environment that offers opportunities for growth in the areas of social, emotional, academic, physical and spiritual development.

ADMISSION POLICY

As stated in the policies of the Archdiocese of Cincinnati (302.02), no student may be excluded from a Catholic school solely because of race, color, national origin, ancestry or sexual orientation. However, since our schools do not have educational facilities to meet the special instructional or psychological needs of all students, after review and subsequent determination by the Principal, such students shall not be admitted unless special arrangements have been made between the parents and the Principal. Students admitted to St. Ann Catholic School should give some promise of being capable of successfully completing the educational program offered by the school.

ADMISSION GUIDELINES

- For enrollment in our Early Preschool class, the child must be at least 3 years old ***on or before*** September 30 of the entry year.
- For enrollment in a Preschool class, the child must be at least 4 years old ***on or before*** September 30 of the entry year.

- For enrollment in our Pre-Kindergarten class, the child must be 5 years old *on or before* September 30 of the entry year. Students who register should be entering Kindergarten the following school year.
- All children enrolled in the Preschool program must be potty trained and capable of independently taking care of their toileting needs.
- Emergency transportation authorization, emergency contact information, and record of immunizations must be received on or before the first day of classes. The Physician signed Physical form no later than 30 days after entry.

CURRICULUM & ASSESSMENT

St. Ann Catholic School follows the Graded Course of Study (GCS) of the Archdiocese of Cincinnati. This GCS has been approved by the State of Ohio. St. Ann Catholic School is a state accredited school.

Informal and formal assessment is on-going and critical to creating a developmentally appropriate learning environment for all students. Observation and documentation of a student's interactions play an integral part in lesson planning and curriculum decisions.

Big Day for PreK is a curriculum is used to supplement our Graded Course of Study Curriculum. Each day is organized around three Big Experiences—Whole-Group, Circle Time, and Story Time lessons. *Big Day for PreK* provides intentional instruction in all learning domains: Social-Emotional Development, Oral Language and Vocabulary, Emergent Reading, Emergent Writing, Mathematics, Science, Social Studies, Fine Arts, Physical Development, and Technology.

PROGRAM SCHEDULE OF ACTIVITIES

Preschool/Pre-Kindergarten (Mondays, Wednesdays, and Fridays)

<u>7:45</u>	<u>Arrival</u>
<u>8:00</u>	<u>Opening Group Time</u>
<u>8:20</u>	<u>Center Time/Small Group Instruction</u>
<u>9:20</u>	<u>Song/Music Time</u>
<u>9:30</u>	<u>Restroom Break, Snack Time, Gross Motor Time</u>
<u>10:15</u>	<u>Whole Group Instruction</u>
<u>10:30</u>	<u>Dismiss A.M. Students/Full Day students prepare for rest time</u>
<u>10:30 – 11:30</u>	<u>Rest Time</u>
<u>11:30</u>	<u>Lunch for Full Day Students</u>
<u>12:00</u>	<u>Restroom Break and Gross Motor Time</u>
<u>12:35</u>	<u>Story Time/Large Group Instruction</u>
<u>12:45</u>	<u>Center Time/Small Group Instruction</u>
<u>1:45</u>	<u>Whole Group Instruction</u>
<u>2:00</u>	<u>Music/Movement Activities</u>
<u>2:10</u>	<u>Prepare for Dismissal</u>
<u>2:20</u>	<u>Dismissal</u>

****The schedule on Friday mornings is slightly altered to allow for Spanish from 8:30 – 8:45 a.m.*

Early Preschool (a.m.) / Pre-Kindergarten (Tuesdays and Thursdays- full day)

<u>7:45</u>	<u>Arrival</u>
<u>8:00</u>	<u>Opening Group Time</u>
<u>8:10</u>	<u>Small Group Activities</u>
<u>8:25</u>	<u>Center Time/Small Group Instruction</u>
<u>9:25</u>	<u>Song/Music Time</u>
<u>9:30</u>	<u>Restroom Break, Snack Time, Gross Motor Time</u>
<u>10:15</u>	<u>Whole Group Instruction</u>
<u>10:30</u>	<u>Dismiss A.M. Students/Full Day students prepare for rest time</u>
<u>10:30 – 11:30</u>	<u>Rest Time</u>
<u>11:30</u>	<u>Lunch for Prekindergarten Students</u>
<u>12:00</u>	<u>Prepare for Specials</u>
<u>12:15</u>	<u>Gym Time with Mr. Schriml</u>
<u>12:45</u>	<u>Music Time with Ms. Monnig</u>
<u>1:15</u>	<u>Restroom Break</u>
<u>1:25</u>	<u>Enrichment Time</u>
<u>2:10</u>	<u>Prepare for Dismissal</u>
<u>2:20</u>	<u>Dismissal</u>

ATTENDANCE

Regular school attendance by the student is essential for proper student development. Excessive absences by a student may cause serious school problems; therefore, regular attendance is of prime importance. It is the responsibility of the parents or guardians to insure that their children attend school.

If your child needs to be absent from school, please notify the office by 8:15 a.m. If the school office is not notified, the school will call the parent to check on the student. This call-in procedure allows for the greatest safety of our students. Students should not return to school, after an illness, until they have been symptom-free for 24 hours.

A written excuse may be required by the school on occasion. If a written excuse is required, it should contain the student's name, date(s) of the absence, reason for the absence (if illness, please specify the type of illness), and the parent's signature. If special arrangements are needed because of a long-term absence, the school Principal must be contacted.

ARRIVAL & DEPARTURE

In order to secure the safety of our children during morning drop off and dismissal time, the following procedures are in place.

Morning Drop Off: 7:15-7:45 a.m.

Afternoon Pick-Up: 2:20-2:30 p.m.

Morning Drop Off

All cars entering the parking lot must enter through Clinton Ave. and exit onto Hooven Ave.

Please enter the parking lot by the Parish Office. Please pull onto the driveway and follow the orange cones to drop off your child at the main entrance of school. One car will drop off at a time. Please patiently wait as the students exit their car and enter the school building. Please be prepared to have your child exit the car when it is your time.

After your child has been dropped off to school, please follow the orange cones to Hooven Ave.

**This arrangement applies to all Preschool-8th grade students. If parking needs to occur, please pull into the staff parking lot. Due to the new morning drop off procedure, there will be no church parking lot available for morning drop off.

***If you are attending Mass, please pull into the parking lot via Clinton Ave. and pull into the church parking lot.

Dismissal

There are 6- 8 parking spaces in the middle of the parking area which are distinguished by the RED paint. Please pull up to the parking spots and place your car in park. The dismissal bell will ring at 2:20 p.m.

To pick up your children, please walk on the outside of the orange cones. Please do not walk in between the cars. If your car is parked, please walk around all the cars and walk up to your parked car.

Dismissal will be completed by a staff member. Please wait for the staff member to dismiss your car. Please watch for students and parents as you drive off of the parking lot. Please remember to slowly exit the parking lot.

Alternative Drop Off Options

-Pull up on CLINTON AVE. along the side of the school building. Have the children exit the car and the students will walk through the staff parking lot. This is also where the buses drop students off in the morning, so a quick drop off is needed.

-Pull up on PLEASANT AVE. in front of the school building. Have the children exit the car and the students will walk down the sidewalk next to the school building. You can even park the car there, if you need to come into the building, or if you are going to attend Mass.

Please understand that these procedures are being used to ensure the safety of all our children.

Thank you for ensuring the safety of all of our students!

BATHROOM GUIDELINES

Students enrolled in Preschool are to be fully potty trained and capable of handling all of their own toileting needs independently. If an accident should occur, the staff will assist the child with cleaning up and provide clean underwear and clothes. There is a restroom very close to the classroom and the students will be provided with restroom breaks throughout the session.

The students should bring a change of clothes with them to school every day in case there is an accident; the child can be changed into new, dry clothes.

BIRTHDAYS AND HOLIDAY PARTIES

Birthday celebrations are permitted and encouraged to be celebrated in Preschool. When it is time to celebrate your child's birthday, you may send in any treat that they would like to share along with juice boxes/pouches or water. The treat does not have to be "healthy" and can be whatever your child likes best, however the juice must be 100% juice. Examples: Cookies, brownies, a salty snack, pudding, etc.

Due to state licensing guidelines, all snacks and birthday treats **MUST BE STORE BOUGHT.**

Holiday parties that are celebrated are Halloween, Christmas, Valentine's Day and Easter. Parents will have the opportunity to sign up to send in a selected item. Parents are encouraged to volunteer for class parties. Siblings or other children are not permitted at holiday parties.

CHANGE OF ADDRESS

Please notify the office regularly throughout the school year of any information that has been changed/updated. It is important to keep the most accurate records possible. Important information that is needed by the school office is the following: new home address, new work/cell phone numbers, new e-mail address information, and any new information that needs to be updated related to emergency contacts.

CLOSINGS/DELAYS

St. Ann Catholic School follows Hamilton City Schools in regards to closings and delays due to inclement weather.

Delays

If there is a delay in school starting, there will be no morning preschool for part-time students. For students in the full day program, school will start at 10:00 a.m. and dismiss at the regular time.

Notifications will be the following:

1. Phone call/SMS from One Call Now
2. Closing or Delay will be posted on Channels 5, 9, & 12.
3. Closing or Delay will be posted on Social Media (Facebook).

Listed below are the **closing/delay possibilities**:

1. St. Ann is closed.
2. St. Ann will be on a 2-hour delay. (No AM Preschool)

CLOTHING

St. Ann does not require Preschool students to wear uniforms. Please dress your child in clothes and shoes suitable for play and comfortable to wear. Even though we use only “washable” paints, markers, etc., we cannot ensure the students will not get those items on their clothes. Preschool is not the place for a child’s best clothing. Students go outside most days, unless it raining, snowing or bitterly cold. It is imperative that the children have outerwear appropriate for the season.

In addition, it is highly recommended that you send your child to school in tennis shoes or other durable play shoes. **Sandals, flip flops and crocs can be a safety issue during gross motor play. IT IS EXTREMELY IMPORTANT THAT YOU PUT YOUR CHILD’S NAME ON ALL COATS, JACKETS, BOOTS, MITTENS, ETC.** When the students leave the classroom for outdoor play, field trips, etc., often times the children cannot distinguish their things from others that are very similar. It also helps identify items that are misplaced or left at school.

CONCERNS/PROBLEMS

The following policy was developed to clarify methods of problem-solving involving students, parents, teachers and school authorities. The below method is to ensure quality of education and discipline at St. Ann Catholic School occur throughout the school day.

These are the progressive steps used in handling any problem or complaint involving a student and teacher. If parents are not satisfied with the resolution to the situation, they may proceed to the next level.

1. Set up a meeting with the teacher.
2. Call and discuss the situation with the Principal. (The parents, teacher, and/or Principal may recommend a meeting.)
3. Call and discuss with St. Ann's pastor, Fr. Tharp.
4. Contact the Deputy Superintendent of Schools assigned as liaison to St. Ann.
5. Contact the Archdiocesan of Cincinnati Superintendent of Schools.

St. Ann's Commission on Education will only be involved if the situation or issue is in regard to a specific school policy. If this is the case, the President of the Commission will be contacted. The discussion of the policy, in question, will be discussed at the next Education Commission meeting. This step would occur after step 3, but before step 4.

CONFERENCES

Mandatory Parent-Teacher Conferences are held twice a year. Once in the fall and once in the spring. Informal conferences are scheduled on an as-needed basis.

Fall Parent-Teacher Conferences:

Thursday, November 13 (4-8 p.m.)

Thursday, November 15 (4-8 p.m.)

Spring Parent-Teacher Conferences:

Wednesday, April 17 (3:00-7:00 p.m.)

Thursday, April 18 (7:30-11:30 a.m.)

CUMALATIVE RECORDS

The cumulative record includes the following student information: Name, Date of Birth, Address, Telephone Number. Parent Information included on the cumulative record is the following: Names, Addresses, Telephone Numbers of one/both parents, and Child Release Information.

CUSTODY

It is the sole responsibility of the parents to inform the school office of any changes in marital status. When a child's parents are divorced or someone other than the parents are legal guardians, a copy of the custody arrangements, as detailed in the court document, must be provided prior to the beginning of school. If there are any special arrangements concerning persons to whom a child may and may not be released, the residential parent/guardian should provide that information on the appropriate form. In cases of shared custody, the teacher should be informed of when the child will be with each parent.

A. CUSTODIAL PARENT

Only the custodial parent's signature or verbal contact is accepted. Non-custodial parents may request copies of "paperwork" from the school. The non-custodial parent must submit this request in writing to the school. The school then must notify the custodial parent of the request. If the custodial parent does not produce documents to the contrary within a two-week period, the request of the non-custodial parent will be honored. The school reserves the right to charge the non-custodial for printing/postage if applicable.

In the event of a request from a non-custodial parent for conference, it is suggested that the non-custodial parent be required to make arrangements with the custodial parent to attend the scheduled conference. It is not the responsibility of the school to schedule dual conferences. The school's primary responsibility is the safety and well-being of the child. Requests for school visits and/or observations by non-custodial parents may be refused.

The written permission of the custodial parent shall always be required before releasing a child to the non-custodial parent.

B. SHARED PARENTING

In cases of Shared Parenting, the school will work with both parents in the best interest of the child/ren. Both parents will receive copies of the weekly bulletin and other information or have access to it via the web. Both parties will receive copies of Interims and Report Cards. In scheduling conferences, we prefer for both parents to attend one conference, however, other arrangements may be made if requested. Both parents' signatures will be accepted on school forms or class packets. Step-parent signatures will not be accepted unless all parties agree.

DISCIPLINE POLICY

A child's misbehavior will be addressed using developmentally appropriate techniques suitable for the child's age and circumstances of the situation; such as redirection and reinforcing limits. If unacceptable behavior continues for an extended period of time and does not improve using these methods, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for improving behavior.

A. GUIDELINES

- The child's teacher* is responsible for guiding behavior. Misbehavior will be addressed using developmentally appropriate techniques suitable for the child's age and the circumstances of the situation.
- If the circumstances require separation from the group/activity, the child will sit on a chair within the room, in view of the teacher but apart from the general activities, for no longer than five minutes.
- A child will never be abused, neglected, humiliated, physically harmed, frightened, locked or confined in an enclosed area, or put in physical restraints.
- No child will be delegated to discipline another child and an entire group will never be punished for the misbehavior of one or a few children.
- Children will not be subjected to profane language, verbal abuse or derogatory or sarcastic remarks about them or their families.
- No child will be punished for refusing to eat or for toileting accidents.
- When unacceptable behavior continues for a period of time and does not improve when the above methods are used, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for improving behavior.
- Chronic misbehavior that does not respond to any acceptable methods for behavior modification will necessitate removal of the child from the school. In instances of removal initiated by the school, any advance payment of tuition will be refunded.

*At the teacher's direction, the assistant teacher may monitor a child's activity/situation or may supervise the activities of a group while the teacher is involved with one child or another group of children.

FIELD TRIPS

St. Ann uses field trips to enhance the Preschool program. St. Ann hopes that all parents will make an effort to participate in as many trips as possible. **When assisting with a field trip, siblings or other children may not attend.** Undivided attention is needed in the supervision of the children assigned to you.

- In order for a student to leave the premises of the school, the parent/guardian must sign, date, and return the prescribed permission slip.
- No Preschool staff member is permitted to serve as a driver for a field trip.
- Students, Staff, and Parents will only be transported by bus to any such field trip. Busing arrangements will be made in the school office.
- Smoking is prohibited in any vehicle being driven for a school field trip.
- At least one staff member present on the field trip must be trained in first aid, communicable disease recognition, and prevention of child abuse.
- Each child must wear a name tag containing the child's name, the school name, address and phone number.
- The first aid kit, signed permission slips, attendance records, and each child's emergency transportation and medical certification forms must be carried by the teacher.
- The school has the right to limit the number of adults who may attend each field trip.
- No children other than St. Ann's Catholic School students may attend field trips.
- Those parents/guardians serving as chaperones on field trips shall be responsible for the safety and well-being of 2-4 children (including their own child). The children should be in their sight at all times and accompanied to off-site areas such as restrooms, etc.

- Staff/child ratios will be maintained on all field trips.

HEALTH AND SAFETY

A. GUIDELINES

No child will ever be left alone or unsupervised. If some emergency arises that will cause the child to be picked up late or to be picked up by someone other than the parent, please call the school immediately so that appropriate arrangements can be made. No child will be released to anyone other than those authorized by the custodial parent/guardian. Those picking up children should be prepared to show identification to the teacher. Please do not leave younger siblings/friends unattended in your vehicle.

In the event that a student becomes ill during the school day, the parent will be notified. If a child is to go home, the parent or guardian must pick up the child in the school office.

- The Preschool teacher has been trained in medical and dental first aid. A first aid kit is carried on all field trips. A Complete first aid kit is available in the classroom.
- If situations that could possibly threaten the safety of the children/staff occur, i.e., environmental situations, threats of violence, fire, tornado, loss of power, etc., the staff would assess the situation and provide the necessary action to assure everyone's safety.
- For emergency messages from the school, it is of the utmost importance if your home address, e-mail address, or phone number changes during the course of the year that you notify the teacher/administrator immediately.
- Fire drills will be held to familiarize the children with access routes.
- Safe areas for weather alerts are marked on a chart on the wall of each classroom.
- Child care staff are required by Ohio State Law to report any suspicions of child abuse and/or neglect. Such reports are made to the Children's Services Board, the County Department of Welfare or municipal or county peace office located in the county where the abuse occurred. Parental notification of a report being filed is not required.

- It is the policy of the school that pets or other animals may not be brought into the areas of the building used by the children without prior authorization.

IMMUNIZATIONS REQUIRED BY THE OHIO DEPARTMENT OF HEALTH

Medical record information will be kept in the school office. Students entering Preschool will need to have a Doctor sign off that the child has received the following immunizations as required by the Department of Health for Preschoolers by Section 3313.571 of the Revised Code. *Students who do not have all of the immunizations will not be allowed to start in the Preschool program.*

The following immunizations needed are:

4 Doses of DTap/DTP/DT (Diphtheria, Tetanus, Pertussis) or any combination

3 Doses of Polio Vaccine (OPV or IPV or any combination of OPV/IPV)

3-4 Doses of Hib (Haemophilus Influenza Type B). Depends the age when the child received the first dose. Last dose needs to be administered after 12 months.

1 Dose of MMR (Mease, Mumps, Rubella) administered on or after their first birthday

OR

1 Dose HiB (Haemophilus Influenza Type B) if given on or after 15 months of age.

3-4 Doses of Hepatitis B. The 2nd dose must be administered at least 28 days after the first dose. The 3rd dose must be given at least 16 weeks after the first dose, and at least 8 weeks after the 2nd dose. The last dose in the series (3rd or 4th dose) must not be administered before 24 weeks.

1 Dose of Varicella administered on or after their 1st birthday.

St. Ann follows the Ohio Statute 3313.671 of the Revised Code regarding immunization exemptions.

INCIDENT REPORT

An incident report will be completed and available for the parent/guardian to review when there is:

- An illness, accident or injury requiring first aid treatment.
- A bump or blow to the head.
- A 911 call or emergency transportation to a medical facility.
- An unusual or unexpected event which could jeopardize the safety of the children or staff.

Parents/guardians will receive one copy of the report and the other copy, containing the parent/guardian's signature, will be placed in the child's file.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

- All staff persons are trained in appropriate hand washing and disinfecting procedures. Children and staff are required to wash their hands when they enter the classroom, before snack, and after being on the playground. This is extremely helpful in limiting the spread of diseases to and from school, and parents/guardians are encouraged to continue frequent hand washing at home.
- If a child/staff member is ill, they should not come to school or any school related events (i.e. field trips, parties, etc). Administration of a fever reducer/pain killer may make a one feel better, but it will not protect others from a contagious illness and will only serve to continue the spread of diseases.
- Those who have been ill should be free of contagious symptoms, including any fever, for at least 24 hours before returning to school. In cases of diseases where a rash may remain after the communicable or contagious period, a statement signed by a physician verifying the appropriateness of his/her return to school should be given to the administrator.
- If a child/staff member is diagnosed with a communicable disease, please notify the administrator so that others can be made aware of signs and symptoms of the illness. Notifications of communicable diseases will be posted outside of the classroom and on the parent information board.

- All teachers are trained in recognition, management, and prevention of communicable diseases. The teacher will observe the children as they enter the classroom and throughout the day for signs and symptoms of illness. They may include any of the following: severe coughing, difficult or rapid breathing, vomiting or diarrhea, yellowish skin or eyes, untreated infected skin patches or unusual spots or rashes, unusually dark urine and/or grey or white stools, stiff neck w/elevated temperature, evidence of untreated lice, scabies or other parasitic infestation; sore throat or difficulty swallowing, redness of the eyes, obvious discharge, matted eyelashes, burning or itching, or any elevated temperature.
- When a child becomes ill at school, the parents/guardians or alternate contacts will be called and asked to pick up the child. If the illness is suspected to be contagious, the child will be removed from the classroom and remain in the care of a staff person until he/she is picked up.
- The school staff will not administer any medication to a child other than those designated for severe situations, i.e., severe allergies requiring the use of an Epi-pen, etc. When it is necessary for this type of emergency medication to be kept at school, the parents/guardians/physician will be required to complete the appropriate forms.

A. GUIDELINES FOR MANAGEMENT OF COMMUNICABLE DISEASE

- If a child is ill, he/she **should not come to school**. Administration of a fever reducer/pain killer may make the child feel better, but it will not protect others from a contagious illness and will only serve to continue the spread of diseases. When a child becomes ill at school, the parents/guardians or alternate contact will be called and asked to pick up the child.
- Children who have been ill should be free of symptoms, **including fever, diarrhea and vomiting** for at least **24 hours** before returning to school. If your child is prescribed antibiotics, he/she may not return to school until antibiotics have been administered for a **full 24 hours**.
- Please notify the school when your child will be absent due to illness and identify the type of illness involved so other parents in the class can be made aware of any contagious diseases and signs and symptoms to watch for.
- The staff will not administer any medication to a child other than those designated for severe situations, i.e., severe allergic reactions, diabetic episodes, etc. When it is necessary

for emergency medication to be kept at school, the parents/guardians/physician will be required to complete the appropriate forms.

- If a child is at school and appears to be mildly ill; the child will be observed in the classroom and if needed, will be sent to the office to be observed. There will be a cot available in the office if the child needs to lay down or rest. If the child worsens during the school day, the parents will be contacted.

MEDICAL, DENTAL & SAFETY EMERGENCY PLAN

A. Medical Emergencies

- In the event of a minor illness or injury occurring during class time, the parent/guardian or alternate contact would be notified and, if necessary, asked to come to school to pick up the child. In the event of a similar occurrence on a field trip, the parent/guardian or alternate contact would be notified to determine what actions he/she wanted the school to take.
- In the event of a serious or life-threatening illness or injury occurring during class time or on a field trip, 911 would be called and, if deemed appropriate by the emergency medical personnel, the child would be transported to a hospital. The parents/guardians would be notified immediately of the action taken, and the administrator or child's teacher would remain with the child until the parents/guardians arrived. If the child's parents could not be reached immediately, the child's physician would be notified of the situation.
- When transported for emergency treatment, the child's health and medical records would accompany him/her to the hospital.

B. Dental Emergencies

- In the case of a baby tooth injury, the child would be comforted and appropriate first aid administered. The child's parent/guardian would be notified for further instructions.
- The school has a tooth preservation kit on site in the event of a tooth injury for a permanent tooth.

C. Safety Emergencies

The students will review all safety protocols and procedures with the Preschool teacher, in case an event arises. The students will have practice in all various types of events that could take place, so the students are comfortable with what to do during an emergency. In the event of an intruder, St. Ann Catholic School follows the ALICE plan which stands for Alert, Lockdown, Inform, Counter, and Evacuate. St. Ann holds 3 drills during the school year to review the correct procedures and protocols related to the ALICE plan. Student safety is our key priority!

- In the event of a fire or tornado/tornado warning, the instructions provided in the classroom would be followed. In the case of a fire, the students would be removed from the building. In the event of a tornado, the students would be located in a safe and secure area within the building.
- If loss of power does not jeopardize the safety or well-being of the children or staff, classes would proceed as normal. Cancellation of classes for loss of heat/AC would depend on the weather conditions.
- Loss of water would necessitate cancellation of classes unless the water would be reinstated in one hour or less.
- For environmental issues, the appropriate authorities would be notified for instructions.

LICENSING

St. Ann Catholic School is licensed by the Ohio Department of Education and approved by the Archdiocesan Commission on Education. All Preschool staff are licensed by the State of Ohio. A copy of the License and Compliance reports will be posted in the classroom.

LUNCH

Full day students are required to pack their lunch while attending the program. A healthy, nutritious lunch should be packed with a drink included. The students will store their packed lunch in their cubbies until it is lunch time.

RELIGION

The purpose of religious education at the Preschool level is to provide a basis in which higher level concepts can be built upon later in school. We will provide learning opportunities that will

incorporate developmentally appropriate religious and faith concepts in order to prepare early childhood education students for further growth and development in later grades.

SNACKS

A snack will be served each session and is parent provided. A snack calendar will be written and sent to families a week before the beginning of a new month indicating when they are responsible for sending in the snack for the entire class. Parent provided snacks need to be **store bought, unopened, and please note the expiration date** on the snack provided. We have extremely limited space for refrigeration, so please refrain from providing snacks that need to be kept cold.

As much as we would love to permit homemade snacks and goodies, state licensing prohibits us from doing so. Snacks do **not** need to be in individual serving bags/containers. A large box or bag of unopened snacks to serve the entire class is acceptable.

All students will receive a drink of their choosing during snack time, provided by the school. Milk, Juice, or Water are the drinks that will be provided.

A. FOOD ALLERGY POLICY

It is very important that we are aware of all food allergies. **Any child with food allergies is required to have paperwork on file documenting his/her allergy.** If your child is allergic to so many things that he/she will be deprived of the snack on most days, we encourage you to send an individual snack from home. PLEASE DO NOT SEND INDIVIDUAL SNACKS FOR ANY OTHER REASON.

QUIET REST/NAP TIME

For the full day program, a period of 1 hour will be designated as quiet rest/nap time. Families are to provide their student with a pillow and blanket. A cot will be provided by the school. The students may bring a stuffed animal, doll or other special friend to rest with during this period. The blanket will be kept at school until the end of the week and the special rest time friend will remain in the backpack during the remainder of the school day.

SCHOOL'S RIGHT TO AMEND

St. Ann Catholic School retains the right to amend the handbook for just causes. Parents will be notified promptly of any changes/updates made to the handbook.

TOYS

We believe Preschool children learn best through play and interactions with peers, adults and their environment. In order to promote appropriate educational play habits at the Preschool, toys from home will not be permitted except on designated sharing days. The Preschool provides toys that promote learning and teach essential skills. Please assist the staff by not allowing your child to bring in their own toys, unless, as stated above, for a sharing day. If a child brings a toy to the center with them they will be required to put it in their cubby or bag until the end of the day

TUITION AND FEES POLICY

PRESCHOOL

(One Time Registration Fee – \$65.00)

Early Preschool Program	Tuesday & Thursday	Tuition
1/2 Day	8:00 a.m. – 10:30 a.m.	\$144/Month
Preschool Program	Monday, Wednesday & Friday	Tuition
Full Day	8:00 a.m. – 2:20 p.m.	\$391/Month
Pre-Kindergarten Program	Monday – Friday	Tuition
Full Day	8:00 a.m. – 2:20 p.m.	\$527/Month

***Preschool tuition is on a 9 month payment plan.**

A. COLLECTION PROCEDURES

Tuition is to be paid based upon the payment plan set up on each family’s FACTS account. Tuition that is not collected in a timely manner will result in the student not being able to attend St. Ann Preschool until the tuition is current. If tuition is not paid, then the student will not be allowed to attend and their spot in Preschool will become available.

Tuition is collected by FACTS and/or Elizabeth Moran (St. Ann Business Manager). Any questions or concerns related to tuition should be directed to FACTS at 866-412-4637. If the question cannot be answered by FACTS, please contact Elizabeth Moran at 863-4963.

B. REDUCTION IN TUITION

Tuition will not be refunded or reimbursed due to absences or for school days that are delayed/closed/

VISITORS

Visitors are welcome to St. Ann Catholic School. Upon entering the school building during the school day, the visitor must report to the school office to sign in and obtain a visitor's pass. Parents are NOT to go directly to any classroom during the school day unless permission from the office has been secured. As school dismissal time nears, parents should also wait outside the building until students are dismissed. The exception to the office check-in procedure is when parents and friends are arriving for a school program or event held during the school day. We welcome parents to visit classes in session during the school year. If a parent wishes to visit a classroom during the regular instructional day, the parent should contact the classroom teacher to schedule a date and time convenient to the parent and the teacher. Once a visit has been set-up, the teacher needs to notify the Principal and Secretary of the visit.

VOLUNTEERS

The Archdiocesan definition of a “volunteer” is: working with children more than 1 hour a month. We encourage parents to take an active part in St. Ann Catholic School. We have several very beneficial programs at St. Ann Catholic School that operate through the fine efforts of our volunteer parents. All regular volunteers must take the Virtus Training Program from the Archdiocese and pass a fingerprinting criminal background check at an Archdiocesan site. To locate and register for the Virtus Training, please to www.virtusonline.org and follow the prompts.

WITHDRAWAL POLICY/GUIDELINES

A meeting will be set up the parents and St. Ann Catholic School team (Principal and Preschool Teacher) to discuss the reasons regarding withdrawal from the Preschool program. The following can be, but are not limited to, reasons for withdrawal from the Preschool program:

- Not socially/emotionally ready for the program
- Not potty-trained
- Not current on immunizations
- Moving/Relocating
- Not current on tuition

Parents shall give 1-2 week notice of removal from the program. St. Ann Catholic School will contact the parents for a meeting if the school believes the child is not ready for the Preschool program. Both parties will come to an amiable solution for what is in the best interest of the child.