



**S<sup>t</sup>. CATHARINE**  
CHURCH

# **St. Catharine Preschool Parent Handbook**

**500 S. Gould  
Columbus, Ohio 43209  
614-235-4940  
[www.stcatharineschool.com](http://www.stcatharineschool.com)**

Due to the Department of Education Licensing Standards regarding preschool programs, the policies governing St. Catharine Preschool are separate from St. Catharine School and should be followed as such. The governing board of St. Catharine Preschool is the St. Catharine Advisory Board.

## **Philosophy**

Saint Catharine will strive to foster the wholeness of the individual child. Our goal is to have a safe loving atmosphere where a child can explore and discover through interaction with his/her environment. Opportunities will be provided to use and share existing skills as well as learn new skills. These experiences help the child establish a positive self-esteem. We believe in the worth of each family, therefore, we seek collaboration and support from the family as we nurture the development of each child.

### **How does our program enhance the development of the whole child?**

- Nourishes spiritual development
- Supports children in becoming active and confident learners.
- Focuses on children's play.
- Responsive to children's developmental needs and interests.
- Engages the child with interactive materials.
- Flexible in adapting to children's learning needs and interests.
- Recognizes families as the child's first teacher.

## **Religious Education**

The aim of the St. Catharine's religious program is to help develop Christian values. Religion is not a separate entity and is a part of all aspects of life. Therefore, religion is integrated with other subjects that teach appreciation of and respect for all racial and ethnic groups, the values of peace and justice, social awareness and moral responsibility. Religion must help the child relate to all people of our world, accepting their differences and appreciate their values as children of God. Families of all religious backgrounds are welcome to our program.

It is important to remember that a preschool child's understanding of the Catholic faith requires a great deal of abstract thinking and understanding of complicated concepts and situations. Therefore, as teachers, we will try to bring the Catholic faith to their level of understanding by using concrete examples and/or activities

that they can relate to their daily lives. Daily prayer, trips to the church, and the teachings of Christ are a few examples of the integration of religion.

## **Curriculum Goals**

As teachers, we observe, plan and structure the children's experiences in a Christian environment. This will further enhance and facilitate the growth and development of each child as we strive to

1. Help children grow socially, emotionally, physically, morally, and intellectually through a safe and developmentally appropriate child-centered program.
2. Provide a sense of self-worth by enhancing self-confidence and self-esteem in all learners.
3. Provide concrete experiences with learning activities that promote experimentation, creativity and problem solving.
4. Offer experiences that promote, support and encourage emergent literacy.
5. Encourage independence and self-direction in the children - helping them make positive decisions and choices.
6. Encourage children to successfully function in a group of peers through cooperation, sharing, friendship and values as well as nurture the development of children as individuals in a community with other learners.
7. Teach respect for each other's rights as well as the differences that make them unique individuals.
8. Establish an environment that nurtures and values the natural learning process, curiosity, and enthusiasm inherent in all young children.
9. Model a cooperative and supportive partnership between children, teachers, and families and establish a positive connection between home and school.

### ***These curriculum goals will be met through:***

- A curriculum that is aligned to the Ohio Early Learning and Development Content Standards using the framework of *The Creative Curriculum* and Religion Graded Course of Study.
- Planned activities and materials that are developmentally appropriate in the areas of language, math, science, social studies, religion, creative arts, motor, and social and emotional development.
- Assessment using Ohio's Early Learning Assessment Tool.
- A daily schedule plan that provides opportunities for children to explore indoor and outdoor, individual and large group, quiet and active play.
- Flexibility to change planned activities according to the needs of the children.

## Hours of Operation

Our program runs late August to the end of May. We follow the St. Catharine School break and holiday schedule. We are a traditional half-day program, with the option for enrolling in extended care. Please see below for specific times of each class schedule. Families may also enroll their child in M/W/F and T/Th for a 5-day program at the same rate as Pre-K.

<b>Days</b>	<b>Time</b>
Tuesday/Thursday	8:15 am- 11:30 am
Monday/Wed./Friday	8:15 am-11:30 am
Pre-K (Monday-Friday)	8:15 am-11:30 am
PM Pre-K (Monday-Friday)	12:15 pm- 3:15 pm

### Extended Hours

#### **Lunch Bunch**

Lunch Bunch is an extra hour of extended care, which includes lunch and free play, after the A.M. preschool morning session. It runs from 11:30 am to 12:30 pm and costs \$7.00 per session. Families can enroll in Lunch Bunch for the entire school year to secure a day. Families should contact the school director to sign-up for drop-in lunch bunch. Families that enroll in full day preschool are automatically eligible for this session and do not pay the \$7.00 fee.

Our drop-in program allows families to attend full day preschool for families that may need extended hours from time to time. Space is first come, first serve basis. Every effort is made to allow all children to stay. Families will be billed monthly.

Lunch Bunch	11:30 am- 12:30 pm	\$ 7 per session
Full Day Preschool	7:30 am - 9:00 am 11:30 am -6:00 pm	\$25 per day

*\*We kindly ask that you ask 24 hours in advance for the use of extended care to allow for us to determine availability.*

#### **Full Day Preschool**

This program is designed to offer a full day program for families that need consistent care on a full time basis. Tuition is a set monthly fee. There are two options Extended day that offers care until 3:15pm or Longer day that offers care until 6:00pm. Both full day programs can start as early as 7:30 am. The full day program is a mixed age group of children aged three to five. The curriculum is similar to the A.M. preschool and will offer quiet time and planned activities in the

areas of language, math, science, social studies, religion, creative arts, motor, and social and emotional development.

**Sample Daily Morning Schedule:\***

<b>8:15 am- 9:00 am</b>	Gradual Start/ Arrival; Open Choice
<b>9:00-9:15</b>	Large Group
<b>9:15-10:15</b>	Child Directed and Teacher Directed Activities ( <i>Activities in the</i>  <i>Developmental areas of Social and Emotional, Approaches Toward Learning, Language and Literacy, Cognition, Math, Science, and Physical Motor)</i>
<b>10:20- 10:30</b>	Read- Aloud
<b>10:30-11:00</b>	Outside/Gross Motor
<b>11:00-11:25</b>	Snack
<b>11:25- 11:30</b>	Departure/ Closing Meeting

\* This schedule is based on a typical day and may be adjusted according to the needs of the children.

## **Staff**

St. Catharine's lead preschool teachers are qualified Early Childhood Educators with degrees in the areas of Child Development and Early Childhood Education. Teachers have practical experience working with young children and are committed to annual professional development.

### **Staff/Child Ratios**

The staff to child ratio at St. Catharine Preschool is as follows:

2:12	Ages 2 ½ to 3
2:14	Ages 3 to 4
2:18	Ages 4 to 5

The Ohio Department of Education Minimum Standards is:

1:8	Ages 2 ½ to 3
1:12	Ages 3 and 4 (mixed ages)
1:14	Ages 4 and 5

St. Catharine Preschool is in compliance with the standards developed for early childhood programs by the Ohio Department of Education. The ODE Standards and information are located in the office and available upon request.

## **Admission & Fees**

A child is considered eligible for this program if he/she is at least 2 ½ years of age on or before September 30<sup>th</sup>. Our 2 ½ class does not need to be toilet trained. All children 3 years or older need to be toilet trained before the start of school. The admission policies that direct the school will also direct admission to the preschool.

### ***Registration***

There is a \$75.00 non-refundable fee per family due at the time of registration. Each year, families will be expected to re-register. Returning preschool families will be charged a \$50 re-registration fee.

Your child will not be enrolled until the registration fee has been collected.

### ***Supply Fee***

The supply fee helps to defray some of the cost of the consumable materials and snack items. Payment is due before the start of the school year and checks can be made out to St. Catharine Preschool. The fees are set by the number of days your child will be attending: 5 days is \$100, 3 days is \$80 and 2 days is \$65.

### ***Tuition***

Tuition can be paid in two ways:

1. Payment may be made in one sum for the entire year. This is due upon acceptance into the preschool.
2. St. Catharine's also offers the FACTS payment plan. Tuition will be automatically deducted from your chosen account each month. Families with children enrolled at St. Catharine School will make 11 payments, made on the 5<sup>th</sup> or 20<sup>th</sup> of the month, starting in July. The FACTS enrollment form will need to be completed upon admission to the preschool. The preschool is unable to hold spaces.

### ***Withdrawals***

Families must give a 30 day written withdrawal notice.

Families who withdrawal prior to the school year will forfeit the summer tuition payments of July and August. If the school principal or Pastor recommends withdrawal from the school, tuition payments made past the date of withdrawal will be refunded.

Families who withdrawal during the school year must give a 30 day notice. Tuition payments made in one large sum will be pro-rated and refunded.

Families participating in the FACTS payment plan will be excused from the program by the school upon completion of the 30 day notice.

## **Arrival and Dismissal**

### ***Arrival***

The preschool door will open at 7:30 am for Extended Care. Children not enrolled in the extended care program may arrive as early as 8:15 am and we ask that all children arrive by 9:00 am. The PM Pre-K begins at 12:15 pm. It is helpful if you escort your child to the cubby area and support his or her transition into the day. In addition, we ask that all children wash their hands at arrival time. Please **do not** drop off children in the parking lot or expect a sibling/another child to escort your child into the preschool classroom. Only parent or authorized family member/adult should accompany the child during arrival as well as dismissal.

### ***Dismissal***

Children will be dismissed beginning at 11:30am for both AM students and 3:15pm for PM students. All children not staying for lunch bunch or extended care will be escorted to the sidewalk in front of the Preschool on Gould Road. Families should park their car on the west side of Gould to form a pick-up line. Children will only be released to parents or authorized adults. Should you have a change in pick up, please notify the preschool office as well as include their name in the child's Authorized Pick up list paperwork. In addition, any child who plans to go home after school with someone other than the parents or appointed guardian must have a permission slip signed by the parent. If the person that you have designated to pick up your child has not previously been introduced to the staff, please remind them that they will be required to provide a picture ID before leaving with the child.

### ***Late Fee***

Reasonable attempts must be made in order to pick up your child on a timely basis. More than three late pick-ups will necessitate the beginning of a late fee charge. After the third late pick-up, a fee of \$5.00 for every ten minutes will be charged to the parent. This fee is payable to the school within one week.

## **Guidance and Discipline Policy**

At St. Catharine's Preschool, we believe the goal of all discipline is to guide children towards self-discipline. Self-discipline enables children to function independently and in a manner that respects each other and classroom community. We want to help children learn caring and responsible behaviors by using positive guidance techniques such as problem solving, redirection, setting limits, and natural consequences.

The following positive guidance techniques will be used:

Teachers will:

- encourage children to do their own problem solving through reflective listening.
- use positive suggestions and reinforcement.
- emphasize desirable aspects of behavior.
- give children opportunities to make choices when appropriate.
- communicate expectations and limits.
- set developmentally appropriate limits and expectations.
- explain reasons behind expectations.
- be consistent.
- STOP any activity that may endanger the child or other children.

Discipline will be fair, immediate and consistent. The teacher will let the child know that it is the action that is unacceptable, not the child. The child will be guided to use problem solving skills. Redirection to another activity may be necessary. A child may be separated from the groups when he/she is unable to control his/her behavior or if that behavior infringes on the rights of others. Time outs are rarely, if ever, used.

There are rare instances that children have difficulty participating in a positive way or feeling successful in our environment. Continued emotional upset, unhappiness, anger or unusual patterns of behavior may indicate this difficulty. Families are an integral part of the process for evaluating unusual incidents and teachers will strive to keep the lines of communication open with families.

When a child's consistent inappropriate behavior interferes with teachers and other children's rights or becomes a safety concern, the following steps may be taken:

1. Observation of the child from preschool teacher and director
2. Parent-teacher conferences to discuss concerns and strategies
3. Implementation of a plan designed by the school and family
4. If additional support is required, a referral to school district or services for evaluation
5. If these steps fail to bring a positive change, the child's participation in the program may be terminated.

As per Ohio Department of Education, all families and staff will receive the following discipline policy:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.



- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **Medication & Health Policies**

### ***Health Screening & Immunization Policy***

All immunizations and health records must be current as stated in the Ohio Department of Education Guidelines. The parent shall provide, ***prior to the first day***, a report from a licensed physician affirming that the child has received a physical and immunization record to date. This report needs to be completed ***annually***. Although the preschool does provide a vision and hearing screening to all students in the spring of each school year, we ask that your physician also conduct these screenings before your child starts school. These can be done at your yearly exam. There is also a space on the form for you to date when your child has been to the dentist. In the event you cannot get these screenings completed, the preschool will provide.

### ***Communicable Disease Management & Illness Policy***

Preschool staff that are trained in the area of communicable disease will observe children as they enter the group and throughout the day. Any child or staff member exhibiting any of the following will be considered to be carrying a communicable disease and may not be in Preschool:

- Diarrhea (One or more episode within a 24 hour period); unusual dark urine or white stool
- Vomiting
- Temperature of 100 degrees or higher
- Severe coughing (Face turns red or blue)

- Difficult or rapid breathing
- Cloudy, yellow or green discharge from the nose
- Conjunctivitis (Pink Eye) until 24 hours of medication has been given, if prescribed by the Physician
- Skin rash, unusual spots or untreated, infected skin patches
- Stiff neck
- Lice, scabies or other parasitic infestation
- Sore throat/difficulty swallowing
- Strep throat until 24 hours of medication has been given
- Unusual rashes, sores or spots
- Yellowish skin or eyes

Children should **not attend** preschool if they are showing any signs of the illness listed above. In addition, your child may return back to school when he/she is free from fever, vomiting, or diarrhea or other signs of illness for a **period of 24 hours**. In cases where 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 antibiotic and is feeling well. Certain illnesses require a specific recovery time frame and your child may need to be out for additional time.

If a child becomes ill while at preschool or shows any of the above listed signs, they will be immediately isolated from other children while decisions regarding discharge are determined. We will do our best to make them as comfortable as possible while they are observed for further symptoms and/or until the parent/guardian arrives.

Children who are not feeling well but are not exhibiting any of the above listed symptoms are considered to be “mildly ill.” They will be observed by the staff for further signs of illness. If the child cannot participate in the daily Preschool activities, a parent/guardian will be called.

Please notify the preschool office if your child is absent and if they have a communicable disease or if you have knowledge that your child has been exposed to a communicable disease. Parents will be notified of exposure to communicable diseases in writing.

### ***Medication and/or Vitamin Policy***

The Preschool does not wish to dispense medication and/or vitamins at school unless it is absolutely necessary. Examples include inhaler for asthma, Epi-Pen for allergic reactions, and insulin. If medication needs to be administered during preschool class sessions, we must have:

- Proper written authorization form from the doctor or dentist
- Original prescription container listing the child’s name and instructions
- Complete medication form including permission to give medication, dosage and time of need, duration of need and possible side effects.

A written log including dosage, date, and time will be recorded in the event medication is administered from a trained staff member. Medications will be stored in the first aid back packs in a locked area.

Please see the Preschool Staff for the Medication forms and questions.

### ***Students with Life-Threatening Allergies or Conditions***

St. Catharine's Preschool strives to provide a safe environment for students with life-threatening conditions or allergies. The Preschool director and Head Teacher will review all allergy information provided by the student's parents and/or physician. We will also consult the school nurse. Each school year, parents and/or physicians will be required to complete and sign a "Health Care Action Plan" specific to the child's life-threatening allergy or condition. This plan will support the staff if there was a known or possible exposure to the allergen. Medications will be kept in the classroom or with the teacher as specific needs dictate.

The Preschool will not serve any foods that are known to produce life-threatening reactions to students (i.e., peanuts, tree nuts, eggs). Teachers will also refrain from using those ingredients in classroom projects. The classroom will also post the health care action plan for all children with life-threatening allergies or conditions.

The Preschool staff will communicate and work with families ensuring staff are trained in recognizing allergy or condition symptoms and appropriate actions.

### ***Medical and Dental Emergency Plan***

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

If a child is hurt while attending Preschool and requires first aid or any emergency treatment, an incident report will be completed and signed by the director. One copy will be given to the parents and another copy will be kept on file in the office.

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 physician or dentist listed on the child's emergency card will be notified for any child taken to the hospital by the emergency squad. The parent or legal guardian will be immediately notified of the emergency situation. In the event that parents can not be reached, staff will call the listed emergency contacts families have listed on the student's emergency card.

It is very important that every student maintain an up-to date address and telephone number record at the school. Please notify the Preschool office if you or your emergency contacts have a change of address or telephone number during the school year.

## **Parent Communication & Involvement**

Parent interest and involvement is important to a child's growth and development in school. Our program becomes richer as our families become more involved. We highly encourage families to participate and have an open-door policy with unlimited access. You are more than welcome to:

- Share special talents and traditions
- Volunteer in the classroom and on field trips
- Communicate ideas, questions, and concerns
- Attend Preschool Family Events, such as Thanksgiving Lunch, Ice Cream Social, and Family Potluck

Communication is critical for building a good relationship between teachers and families. It can be easiest to talk to the preschool staff during drop off and pick up time, however, this time may be difficult for teachers to fully supervise children. We will do our best to have informal conversations or you can also call (614-235-4940) or e-mail while class is not in session. Families are able to contact Mrs. Janet Weisner, (school principal) or our Advisory Board Representative with questions, concerns, and feedback.

### ***Mailbox (Parent File Folder)***

Each child will have a file folder where important information will be shared. Families can also check out the Announcement Board for additional information. We also communicate via School Speak, email, and phone.

### ***Parent/Teacher Conferences (Assessment)***

The preschool requires families to complete an Ages and Stages Questionnaire on your child the first few weeks of school (not to exceed 60 days). The ASQ (3) is a developmental screening tool designed to identify those children who are in need of further evaluation. We believe parents are the child's first educator and specifically picked this tool because we feel families know their child best. The information we gain from this tool as well as our own observations in the classroom guide us in supporting each child's development. Teacher will also use Ohio's Early Learning Assessment Tool several times in the school year. This tool has more detailed objectives and guides us in developing goals for your child. Parent –Teacher conferences will be held twice a year in the Autumn and Spring. A conference may be scheduled at any other time throughout the school year by the request of a parent or teacher.

### ***Parent Roster***

A list of names and telephone numbers of parents or guardian of children attending our preschool is available upon request. Each class list includes all parents who have given us permission to release their names and phone numbers. Preschool families are included in the St. Catharine School Caller.

### ***Website***

St. Catharine School maintains a website with a Preschool page and a Facebook page. The Preschool page will include events, calendar, and curriculum information. We will also be posting pictures of the children. Pictures will not include children's names, dates, or information that would identify them. There is a wavier for families to give permission to use your child's picture. We will respect families' wishes if they choose not to participate.

## **Safety Policy**

A staff member in charge of a child or group of children shall be responsible for their safety. In order to keep children safe, the following practices are followed:

- No child is ever left alone or unsupervised.
- A child will not be allowed to leave the room until a parent or designated person has arrived to pick him/her up.
- In case of an emergency, a staff member will contact a parent or designated contact person.
- In the event of an extreme emergency, as staff member will call 911 or poison control.
- The classroom has a posted plan of evacuation and tornado procedures. Fire drills are held monthly all year. Tornado drills are held monthly during the spring. A record of each drill is posted on the director's office door. During severe weather, when tornado warnings are issued, the children will be accompanied by the teachers to the designated safe area. No one will leave until the warning has expired.
- A first aid kit is available in the classroom.
- The use of aerosol cans shall be prohibited when children are in attendance.

- All medicines, cleaning materials and first aid supplies are kept out of the children's reach. When an accident or injury occurs, or any event necessitating emergency transportation of a child, an incident report will be completed. The parent will be asked to sign the incident report and a copy will be given a copy to them. The original will be placed in the child's file.
- Plans regarding crisis intervention and intruders into the school have been established. These plans are kept in each classroom for the use by the teachers. The plans are reviewed by the teachers and church staff in the building.
- All visitors must sign in and wear a pass when they are in the building. All volunteers must sign in and wear a pass when they are in the building.
- In any major crisis, the Diocesan Communication Office is the media liaison.
- All doors of the Preschool building are locked at all times. A security system allows the preschool and church office to view, communicate, and open the doors of the building to any person that wishes to enter the building.
- If an evacuation to another location on the premises is necessary, the children and teachers will walk to the undercroft of the Church. Parents can pick-up their child at a Dismissal Table. Students will be dismissed by family. Parents will be asked to sign out their child. No child may leave unless a parent or authorized adult signs the child out.
- If an evacuation to another location "off-premise" is necessary, the children and teachers will walk to Cassingham Elementary (250 W. Cassingham). Children will remain with their teachers until parents have been notified about the evacuation. Parents will be asked to sign out their child. No child may leave unless a parent or authorized adult signs the child out.

### ***Severe Threat Level for National Security***

The sixteen public school districts of Franklin County, and the Diocese of Columbus, have joined together to establish a common protocol to follow in the event of a Threat Level of Red, the highest level of alert as declared by the United States Department of Homeland Security.

If the Franklin County Red Alert School Team, comprised of the superintendents, determines that the threat is a potential danger to Franklin County, the following procedure will be followed:

**If Red Alert is issued before or after school hours:**

Then, normal school operations will cease, based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to re-open. All school activities and events scheduled will be cancelled until notified by the Red Alert School Team.

**If the Red Alert is issued during school hours:**

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Children will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be cancelled, unless otherwise advised by the Red Alert School Team.

***Field Trips and Routine Walks***

The following must be in place for all field trips:

- A signed permission slip is required. We are not able to accept the signature of any other adult such as a grandparent or babysitter.
- Each child's Emergency Authorization will be available on all field trips.
- All children must be in a car seat or booster seat.
- Any parent who wishes to drive on a field trip must complete a form available in the preschool office. In addition, that parent must be fingerprinted and have completed the "Protecting God's Children" session. Please see the main school for more information.
- The child/teacher ratio, set by the state, applies to all field trips.
- All life-threatening medication (epipen, inhaler, etc) will be available during transportation and the field trip.
- First aid kits will be available on the trip that meets the requirements set forth by the Department of Education.

There will be occasions where the class will take routine walk in the neighborhood. Families will sign a release and be notified if possible when walks will take place. These walks are within a two block radius and are aligned with the curriculum. Staff will take a first aid kit, emergency authorization forms, and any life-threatening medications on the walks.

***Inspections***

St. Catharine Preschool is subject to fire and building inspections. Inspections are also made by the Ohio Department of Education to assess compliance with state regulations regarding all aspects of program operations. Copies of the reports and inspections are available in the preschool office.

### ***Suspected Abuse and Neglect***

Any staff member suspecting an incident of abuse or neglect is required by law to notify the local children's protective service agency.

### ***Background Checks***

Each staff member, including substitutes and aids, who have care, custody, and control of the students are required to have a criminal background check, fingerprinting, and attend the Diocesan program, "Protecting God's Children".

Any parent wishing to volunteer in the preschool must also have evidence of fingerprinting and attendance of "Protecting God's Children" (certificate on file in the preschool office). Information and registration for this program may be found on line at [www.virtus.org](http://www.virtus.org). Fingerprinting can be completed by calling St. Catharine School office (235-1396) to set up an appointment.

## **Weather Emergencies**

School closings or early dismissal due to weather or emergencies will be reported on the local radio and television stations. Canceling schools due to inclement weather is never an easy decision to make. Understandably, parents would like to have a procedure to follow to help them make arrangements for their children whenever it becomes necessary to cancel school.

**Any time St. Catharine's Catholic School closes for inclement weather, the preschool will also be closed. Please listen to your radio or television if inclement weather is evident. The announcement will read "All Columbus Catholic Schools.....".**

## **General Information**

### ***Clothing & Personal Belongings***

We are active and often messy during our day! We want your child to be comfortable and safe. You may want to consider dressing your child in easily-laundered clothing. Children should also wear rubber-soled shoes to keep them safe outside and on climbing equipment. Flip flops or sandals without heel straps are not permitted.

All children should have a backpack with an extra change of clothing for accidents and messy play. You may also leave a bag of clothes at school. Please label all children's clothing. We cannot be responsible for lost articles. Check with your child's teacher if they are missing something.



### ***Toys from Home***

The connection from home to school is important and often children want to bring toys from home. Children may bring things to share and discuss. They can play with these toys for a portion of the day and may be asked to store them in their cubby. We will adapt the toy policy with each group of children and may change the policy if the toys become a distraction or cause problems. **NO guns, weapons, or swords are permitted at preschool.**

We understand that children have security items such as blankets or animals that comfort them. We are open to children bringing in items to help with the transition from home to school as long as it does not interfere with the activities and the classroom community. We will work together in supporting your child's needs.

### ***Videotaping and Photography***

The preschool children are photographed and occasionally video taped for educational and evaluative purposes. These photographs are mostly used for documentation and portfolios, the St. Catharine website and Facebook page, and occasionally for teacher training at educational conferences on the local and state levels. Parents must sign the consent form before any photographs are used in the public domain.

### ***Snacks & Birthdays***

The Preschool will provide snacks. Snack will consist of nutritional food from 2 food groups and water to drink. A menu will be posted for each classroom.

Most children are delighted to share their birthday! We want to help make it a special day. Your child will pick a special item from our Birthday Box to wear on their birthday. We will sing to your child during our snack time. We ask that you avoid treats due to allergies. Children with summer birthdays can celebrate on their half birthdays if you choose.

### ***Records***

Your child's records are available to you at your written request. The records of St. Catharine preschool children who plan to attend St. Catharine's kindergarten will be passed on to the Kindergarten teacher. When children are being served by other agencies, we can share child information with early childhood professionals only with a parent's request. Parents that send their child to a school different from St. Catharine can request their records to be sent to desired school. All child and staff records are strictly confidential.

### ***Transition***

**Into Preschool/Beginning of the Preschool Year:** Transition into the preschool is done at the beginning of the year. We plan an Open House for the children and families to meet their teachers and explore the space. The preschool also hosts a Parent Orientation at the beginning of the year for families to ask

questions and teachers to discuss the upcoming year. The Orientation is done without children for more open dialogue. The week before school starts there will be two opportunities for child to visit with a family member. We want to accommodate all children's needs and realize each child's transition to preschool is unique. We will work with you and your child to develop additional individual strategies if necessary. This might include allowing them to come to preschool when others are not present, teachers conducting a home visit, having your child come earlier in the morning for a "quieter" entrance to the day, or matching them with a peer for support. The information you provide in the Family & Child Profile helps us to learn more about your child and a family's specific needs or want. When your child moves from the mixed age class to pre-k, parents are given the opportunity to meet with their child's new teacher. The Butterfly and Caterpillar Classroom teacher also give families the opportunity to meet with the Pre-K class teacher to discuss your child's transition to the next class. The goals and information you share with your child's teacher at the spring conference are reviewed by all teaching staff. Again, all information is kept confidential.

### ***Preschool to Kindergarten:***

We use the spring conference to discuss your child's transition into Kindergarten. We give children opportunities to visit the school and meet the teaching staff. Pre-K children attend library once a week and have opportunities to be familiar with the school. In addition, teaching staff can create an individual plan outside our normal activities if needed. This might include additional time visiting the new classroom, meeting with the school principal or Kindergarten staff to share feedback on your child, or linking you to a current Kindergarten family for additional information on what to expect. As mentioned above, when your child leaves St. Catharine Preschool to go to St. Catharine School, we forward their records. Preschool teaching staff will meet with the Kindergarten staff and principal to discuss any specific information they and you feel is important for the transition to Kindergarten. Parents that send their child to a school different from St. Catharine can request their records to be sent to desired school. Preschool staff is also available to meet with outside school teaching staff.

### ***Referrals and Special Needs***

If a teacher, administrator or parent is concerned with the development of their child, we will collaborate to make appropriate referrals. Families are asked to complete the ASQ-3 (developmental screening tool) within the first two weeks of their child starting school. We use the ASQ-3, ASQ- S/E (social and emotional) and observations in the classroom to determine if additional resources or referrals are necessary. Typically we discuss goals and monitoring activities at our first parent/teacher conference in October/November. Teaching Staff and families may schedule a conference before this date if one feels more immediate action is needed. If a parent is in need of additional support for their child, we will try to connect them to their local school district and/or appropriate services or agencies. We are open and support dual programming arrangements and will

make every effort to continue a child in our program when appropriate. The office has a list of family community resources with agencies and programs that may benefit your family.

***Questions and Concerns: Grievance Procedure***

Parents are encouraged to contact the school with any questions or concerns that they have in regards to their child. The first phone call should be to the teacher. If you are not satisfied, then you are asked to contact the principal who will sit with the parent and the teacher to work out a possible solution to the question or concern. Parents are welcome to attend the St. Catharine School Advisory Board meetings. The director will put you in contact with our Parent Representative for more information.

*\*Please read and sign the last page of the handbook and return it to the preschool.*

2018-19 School Year

**Please read and complete the following statements:**

I, \_\_\_\_\_,  
(Print Parent Name)

\_\_\_\_\_ **Agree** \_\_\_\_\_ **Do not agree** to have my name, address, and telephone number on a class roster that may be distributed to the classroom families and the St. Catharine School Caller.

\_\_\_\_\_ **Agree** \_\_\_\_\_ **Do not agree** to allow for my child to be photographed or videotaped for educational purposes. Typically this is for documentation panels and classroom newsletters.

\_\_\_\_\_ **Agree** \_\_\_\_\_ **Do not agree** to allow for my child's photograph to be posted on the St. Catharine website. (Names, dates, or identifying information will not be included)

\_\_\_\_\_ **Agree** \_\_\_\_\_ **Do not agree** to allow for my child's photograph to be posted on the St. Catharine Facebook Page. (Names or identifying information will not be included)

I understand that as part of the curriculum, my child may go on walks in the neighborhood, not to exceed two blocks from the school. I give permission for my child to go on a routine walk with the supervision of the St. Catharine's preschool teaching staff. (Please see handbook for additional information)

I have reviewed the Parent Handbook and the policies related to my child's enrollment in St. Catharine's Preschool, and agree to comply with the terms of the handbook.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child or Children's Name)

