

# **SS Philip and James Family Preschool Center**

**532 High Street Canal Fulton, OH 44614  
Phone (330) 854-2823 Fax (330) 854-7081**

## **FAMILY HANDBOOK**

### **WELCOME**

SS Philip and James School is part of the school system of the Diocese of Youngstown and, as such, is under the direction of the Bishop, the Diocesan Superintendent of Schools, the Holy Cross Academy President, the Pastor and the Principal.

You are the prime motivator and the most important person in your child's life. Our school strives to build on the values and foundations you have already established in your family and to work together to provide an education of academic excellence rooted in the Gospel. It is our goal to affirm the gift of life, the uniqueness of each person, and to make a difference in this world by how we live our lives together. Together we want to continually evaluate our educational program and set goals to meet the needs of each student. Periodically, you will be notified of changes and addendums to this handbook. It is important that you read and review this with your child and keep it for reference. Each family will be asked to sign and return a form acknowledging school policies and procedures.

### **MISSION STATEMENT**

Saints Philip and James School, Canal Fulton, Ohio is part of the Youngstown Diocese and serves grades preschool-8<sup>th</sup> in a rural/suburban community. Saints Philip and James School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment based on our Catholic Faith. Each student's self-esteem is fostered by positive relationships with students and staff. Our parents, teachers, and community members are actively involved in our students' learning.

## **STATEMENT OF PHILOSOPHY**

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influences classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

## **PRESCHOOL PROGRAM GOALS AND OBJECTIVES**

1. To develop an awareness of God’s love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.
3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child’s ability to get along with others, to respect property, and to understand the importance of rules for work and play.

8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.
9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God's creations.
10. To increase independence and self-confidence in the child's ability to make sense of the surrounding world.
11. To provide meaningful play experiences to develop positive social, emotional, and language skills.
12. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.
13. To encourage creativity and self-expression through various media and materials.
14. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

### **PHILOSOPHY OF DISCIPLINE**

The Preschool philosophy of discipline is: Children do not hurt each other, themselves, or school equipment. This idea is presented in a positive way. Our Preschool is a " non-hurting place". The staff, children and parents are expected to respect the children at all times. It is a safe place. Damaging of equipment is handled by:

- Reminders to use it correctly.
- Redirection to another area or activity.

Hurting of self or others is handled by:

- The staff person moves in immediately and removes the child who is doing the hurting.
- Comfort being given to the injured child.
- Explaining that we love them (both) and will not allow them to hurt or to be hurt.
- Giving examples to children on how to handle the situation and helping them to find a non-violent solution to problems.
- Helping the out-of control child gain self control by holding or redirecting him/her to another activity until he/she has gained control and is able to return to the group.
- Time out from the group or the time-out chair is the most severe discipline. This allows the child the time to gain control. The child is loved and accepted regardless of the behavior.

The preschool philosophy of discipline conforms to Christian principles and to the Ohio Department of Education Rules for Preschool Programs effective 7/1/04. A complete copy of 3301-37-10 on Behavior Management and Discipline follows.

A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **Developmentally Appropriate Preschool Activities**

Young children develop in a predictable sequence; however, each child develops at his/ her own rate. Early childhood instruction must be both age appropriate and individual appropriate. Age appropriate instruction meets the needs of a particular age span. Individual appropriate instruction focuses on the unique abilities and characteristics of a child or group of children. Developmentally appropriate experiences, interactions, and environment are designed to support the growth and development of children.

The Diocese of Youngstown Preschool Curriculum supports the development of the whole child: spiritual, cognitive, emotional, social, and physical. The Ohio Early Learning and Development Standards establish a framework for instruction that meets the needs of all young children. In developing our preschool curriculum, we pay close attention to:

- Children's existing knowledge, skills, and interests
- Relationships and connections between areas of development and learning
- Children's unique learning profiles and patterns of development

- Application of skills to real life situations
- What we know about how children learn
- Designing experiences for children which provide opportunities for depth and understanding in their explorations
- The innate passion that children have for exploring the world.

### **Spiritual**

Catholic prayer, traditions, and values are integrated into the daily life of the preschool classroom. Stories of God's love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

### **Physical**

Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing, and play dough.

### **Social and Emotional**

Social skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeates the interactions in the classroom.

### **Cognitive**

The cognitive skills that are stressed in the preschool program include science and math, reading and literacy, social studies, music, and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the preschool classroom's day is designed to meet the *Early Learning and Development Standards*:

- Daily routines
- Investigations/units of study that are designed intentionally from student interest as well as skill and concept development
- Learning centers where the children may move about freely and at their own pace to explore and experiment.
- Large and small group experiences including puzzles, games, finger-plays, songs, stories, poems, circle time and discussions.

## **PRESCHOOL CURRICULUM**

The Diocese of Youngstown Preschool Curriculum utilizes the ACCESS Curriculum Framework developed at the University of Dayton Bombeck Center by Shauna M. Adams, ED-D, Joy Comingore, MA, Joni L. Baldwin, ED-D, and Mary Kay Kelly, PH-D. (Innovative Educational Solutions, LLC. Copyright 2009) and is aligned with the Ohio Early Learning Standards. It is flexible and emerges from children's interests, ideas, thoughts, and observations. It is implemented in the context of a rich learning environment which facilitates hands-on

experiences. It is a STREAM-based curriculum that emphasizes Science, Technology, Religion, Engineering, Arts, and Math in addition to providing the strong literacy foundation needed for success.

The curriculum:

- Is open-ended to promote creativity and motivation.
- Pays attention to children's existing knowledge and skills; then builds on the prior knowledge to expand skills.
- Acknowledges children's unique learning profiles and patterns of development.
- Applies skills to real life applications.
- Based on research on how children learn and developmentally appropriate practices.
- Integrates experiences for children which provide opportunities for depth and understanding in explorations.
- Based on the innate passion children have in exploring their world.
- Is inquiry-based.
- Uses the power of play.

The ACCESS Curriculum Framework stands for:

Assessment-supported  
Child  
Centered  
Emergent  
Science Emphasis  
Standards Integrated

The ACCESS Curriculum Framework is an intentional, integrated and inquiry based curriculum that embraces children as capable thinkers who have important questions to be answered.

## **VALUES OF PLAY**

1. Play aides growth.
2. Play is a voluntary activity.
3. Play offers a child freedom of action.
4. Play provides an imaginary world a child can master.
5. Play has elements of adventure in it.
6. Play has a unique power for building interpersonal relationships.
7. Play provides a place for language building.
8. Play offers opportunities for mastery of the physical self.
9. Play furthers interest and concentration.
10. Play is the way children investigate the material world.
11. Play is a way of learning adult roles.
12. Play is always a dynamic way of learning.
13. Play refines a child's judgments.
14. Play can be academically structured.
15. Play is vitalizing.
16. Play is essential to the survival of humans.

## **ASSESSMENT OF STUDENT LEARNING**

Children at the Center are evaluated informally and formally in the classroom, where the child feels comfortable, by familiar adults on a consistent and ongoing basis. Assessment results are used by teachers for curriculum planning and to determine child progress.

Information is shared with parents through conferences and/or written reports.

**Confidentiality:** The faculty and staff follow ethical standards for maintaining confidentiality of assessments. Parents may ask to view any assessment information at any time. Assessments and behavioral observations are kept in confidential files within the classroom. They are used to help teachers plan both individual and whole-class activities. Portfolios are openly displayed for parents and children to view, as no confidential information is included in them.

**Child-Find:** If a parent or teacher suspects that a child may need intervention, the public district can be contacted to provide a more detailed assessment. The parent may contact the teacher to discuss concerns and to find out the procedure to pursue an evaluation.

## **STUDENT ADMISSION AND REGISTRATION POLICIES**

### **NON-DISCRIMINATION POLICY**

A school administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a

school administered by the Diocese of Youngstown shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

## **ENTRANCE REQUIREMENTS AND PLACEMENT**

To be placed on the Preschool roster, a registration form must be completed. The roster is compiled on a first come, first served basis with a choice of sessions given at the time the registration form is received in the school office. The school reserves the right to limit the sessions if there are not enough students enrolled to make separate classes. A child must be three years of age by the first day of preschool and potty-trained to be enrolled in the Preschool program. Enrollment shall be granted without discrimination as long as the school can meet the needs of the child. Applications for enrollment for the following school year are accepted in the school office during the first week of February

## **INITIAL ENTRY**

At the time of a student's initial entry to SS Philip and James School, the parents shall present the following documents:

- Enrollment form
- Emergency Medical Transportation Form -must be on file by the end of the first day of attendance.
- Child Medical Statement (signed by physician)
- Immunization records
- Permission Form
- Family information Form
- Statement of Non-Guilty/Conviction Form
- Copy of Birth Certificate,
- Copy of Social Security Card
- Baptismal Certificate (if applicable)
- Legal Custody Form
  - If applicable see section :**FAMILY/CUSTODIAL SITUATIONS-Relationship with the school**

\*\*\*Please keep phone numbers and addresses up-to-date in the school office

## **TUITION AND FEES**

Current information will be provided to parents during registration.

## **WITHDRAWAL PROCEDURE**

A phone call or written note to the school office is necessary for withdrawal from the program. Tuition is charged until we have official notification of your child's withdrawal

## **CALENDAR/ CLASS DAYS**

Half Day Preschool sessions are held one to five mornings per week (Monday-Friday) from 9:00 a.m. – 11:30 a.m. Full day sessions run from 9:00-3:00. Classes are held in the lower level of the



church. Classes begin in September (dates will be sent home in the Principal's opening letter) and conclude in the last week of May.

The Elementary School calendar is followed, and Preschool is not in session if SS Philip and James School is not in session.

### **CLASS SIZE**

SS. Philip and James Preschool continually accepts applications for enrollment for the current school year until class size of 16 is reached on any given day. Class size will be determined by state guidelines. Ohio state-mandated ratios are met at all times.

Applications for enrollment for the following school year are accepted in the school office during the first week of February.

### **PRESCHOOL MORNING SCHEDULE (Monday-Friday Mornings)**

8:50-9:00 **Arrival Activities** (sign in, question of the day, feeling chart, estimation jar)

9:00-9:50 **Learning Centers**(choice of centers: creative art, math/manipulative center, blocks, science center, alphabet /reading center, homeliving center, sensory table)

9:50-10:15 **Religion**(prayer, Bible story activity)

**Circle Time**(language concept development)

10:15-10:30 **Snack**

10:30-10:50 **Outdoor Play**

10:55-11:25 **Small Group Activities/Music/Movement**

11:25-11:30 **Closing Prayer/Dismissal** (half day students)

### **PRESCHOOL FULL DAY/AFTERNOON SCHEDULE**

11:30-12:10 **Prayer/Lunch**

12:10-12:50 **Learning Centers**

1:00-2:30 **Nap/Quiet Time**

2:30-3:00 **Teacher Choice Activities/Prayer/Dismissal**

### **POLICIES AND PROCEDURES**

#### **ARRIVAL AND DISMISSAL**

When bringing your child to Preschool, please park along Water Street next to the cemetery and walk with your child to the door of the church basement. Half Day class begins at 9:00 a.m. and is dismissed at 11:30 a.m. – dismissal for full day is at 3:00. Please press the buzzer (on the brick wall to the right of the glass doors) and stand in front of the double glass doors of the church basement so the office can see who you are and buzz you in. Please have your child use the restroom and wash their hands upon entering the building. Please walk your child to the

classroom at the beginning of the day and wait outside of the classroom until the teacher dismisses your child to you at the end of the day. Please keep your child with you as you walk to your vehicle.

NOTE: If you have older students at SS. Philip and James K-8 School, please be sure to pick up your preschool students before going to pick up your older students.

The school must be informed if someone other than a parent is to pick up your child. Pre-designated people must be listed on the emergency transportation/parent authorization form that must be completed and on file in the school office by the end of the first day of class. Proper identification will be required if someone is not recognized by our staff. In the event of separation or divorce, both parents have equal access to their child. We have no legal right to deny a parent from picking up their child from school unless we have a copy of Legal Custody papers in our file.

If you are late picking your child up, your child will be taken to the school office at 11:45 a.m. (for Half Day dismissal) and at 3:15 (for Full Day) to wait for you. If you are running late, call the office to inform us so we can pass that on to your child so he/she won't worry.

To ensure proper supervision, parents are not to bring their child to school more than 10 minutes before class begins.

### **SNACK**

Healthy food for preschool age children is important to help them sustain energy throughout the day. The school will provide a choice of milk or juice for snack. Parents will be asked to provide a healthy snack for the class on a rotating schedule. A variety of healthy snacks such as: whole grain crackers, cheese, yogurt, granola, fruits or vegetables will allow the children the opportunity to develop a love for nutritional foods.

### **PRESCHOOL ALLERGY POLICY**

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents, and physician work together to minimize risks and provide a safe educational environment for food-allergic students.

**\*\*\*Parents must notify the school and teachers if their child has any allergies.**

### **FULL DAY STUDENTS**

Students who stay all day are asked to bring a packed healthy lunch including a healthy drink.

### **NAPTIME PROCEDURES**

A labeled cot will be assigned to each child in the Full Day program and only used by that child.

Each child may bring:

- a blanket
- small pillow

- small stuff animal or soft doll

Nap items will be stored in a XL “Ziploc BigBags”

Nap/rest time will not exceed one and one half hours and will be flexible to meet the needs of early risers and non-nappers.

## **DRESS CODE**

Pre-School does not have a specific dress code. Children may wear any clothes which are comfortable. Keep in mind that during the course of the session, children could be sitting on the floor, painting, gluing and using play dough. On hot days, short pants are permitted. Please be sure not to have your children wear flip flops or loose-fitting shoes, as these pose a safety hazard for the children on the playground and in the classroom. We do try to play outside daily so please remember the temperature in the morning is often cooler and warm jackets may be needed throughout the year.

## **TRANSPORTATION**

Transportation to and from school is the responsibility of the parents. **The parent/adult is to accompany the child to and from the classroom**

## **PARENT/STUDENT COMMUNICATION**

A parent/child orientation to the Preschool program is held in the fall.

Our usual means of communication with parents are:

1. E-mail
2. Newsletters and notes from the teacher informing you of current happenings.
2. Newsletter concerning the programs and activities for the regular K-8 school.
3. Posting on the parent bulletin board includes the weekly snack schedule, notifications of communicable diseases, and other articles of interest.

Regularly check your child’s folder/book bag and go through the papers to see if there are any messages for you.

Personal contact with each parent is very difficult at dismissal time. Please wait until all children are dismissed if you must personally speak with the teacher.

Please feel free to make an appointment with the teacher. If the teacher believes there is a problem with your child, she will contact you by phone or email.

Parents are asked to notify the teacher of any changes in the home which may affect a child’s behavior.

\*\*\*Please notify the school office of changes in the home or work phone numbers and addresses so our records stay current.

## **CONFERENCES/ CHILD PROGRESS REPORTS**

Parents will have the opportunity for two conferences during the course of the year to discuss your child’s progress. In addition, verbal/written updates will be communicated as necessary. Parents are encouraged to contact the preschool teacher at any time with comments, questions or concerns. A written evaluation report will be given to parents.

## **PROGRAM TRANSITIONS**

The Preschool Program provides activities to support students as they move from one level of the program to the next.

In addition, the transition to kindergarten is discussed at the spring parent conference, and parents have the opportunity to sign for the release of a transition form to present to the school where the child will attend kindergarten if desired to assist the kindergarten in planning for their child. By the Ohio Administrative Code, a child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. The only criterion for entrance into kindergarten is age eligibility. Parents may discuss any readiness concerns with the preschool teacher.

## **STAFF**

All preschool employees are certified according to the Ohio Department of Education rules for Preschool and meet the state requirements for persons working with young children. Staff members have certification in first-aid, child abuse recognition, and communicable diseases and also continually improve their classroom practice through the attendance at educational programs that enhance their knowledge of working with young children.

## **EMERGENCY SCHOOL CLOSING**

When classes at SS Philip and James School are canceled, that means that the Preschool classes are also canceled, whether they are specifically announced or not. Listen for the closing of Northwest Schools. If Northwest Schools are closed, SS Philip and James School is closed. If the Northwest Schools are on a 2-hour delay, SS Philip and James is also on a 2 hour delay, however, Preschool classes are canceled for that day.

## **ABSENCE/ILLNESS**

When your child is absent, the parents must call the school office by 9:30 a.m. for Preschool and state the reason for the absence. To ensure the safety of your child, the school secretary will call you if you have not contacted the school.

## **SAFETY**

If a child becomes ill or has an accident at school, the parents will be notified immediately. If the parents cannot be reached, the person listed on the child's emergency sheet will be contacted. The child will be taken over to the main office and kept on a cot, isolated and under the supervision of an adult until the parent arrives. Cot will be cleaned after each use. In a medical emergency, directions on the child's emergency sheet will be followed.

## **SAFETY POLICY**

1. *No child is ever left alone or unsupervised.*
2. *Monthly fire drills and tornado drills (in season) are scheduled. The school is equipped with a weather alert radio. If a true emergency should arise, the proper drill procedures will be followed and parents or an emergency person will be contacted to*

*pick up the child. The school's crisis management plan covers the preschool. (See section on Crisis Planning)*

3. *If an accident occurs with a child, an incident report will be completed and signed by the parent.*
4. *Emergency information and medical and dental procedures are posted in the classroom.*
5. *Staff members are required to hold current certification in First Aid and CPR.*
6. *The administrator and each employee of the preschool are required by law to report their suspicion of child abuse or neglect to the proper authorities. (ORC Section 2151.421) Staff members attend training at least every three years.*
7. *Children are not permitted to run in the preschool or to climb on furniture or shelves. Any toys that are damaged or have sharp edges are discarded immediately.*
8. *Parents are asked to call the school office (330 854-2823) to report their child's absence.*
9. *Children will be released only to the parent/guardian and people listed on the emergency authorization of student release form. Proper I.D. may be required.*
10. *Up-to-date custody information MUST be on file in the school office (see parental rights section) in addition to all other forms designated by the school.*
11. *The procedures for the use of pesticides in schools determined by the Ohio Department of Agriculture and state law (ORC 901:5-11-15) are followed and parents will be notified accordingly.*
12. *Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. The Sheriff must provide in writing certain information to a variety of entities including child care providers. These will be made available to staff and to any parent who requests that information.*

### **CRISIS PLAN PROCEDURES FOR PARENTS**

- All teachers keep their phone turned on and with them at all times.
- The preschool classroom has an emergency landline if needed.
- A classroom Walkie-Talkie is taken with the class when outside.
- The classroom has an "emergency button" that can notify the office that help is needed and communication can occur through the intercom system.
- If a "lockdown" situation occurs when on the playground children will be walked to the Canal Fulton Library and enter through the Children's Library Entrance.

### **EMERGENCY NUMBERS:**

Police Douglas Swartz 330 854-2926

Sheriff Stark County Sheriff George Maier 330 430-3800

Fire Captain Cameron Martin 330 854-6755

Ambulance Service Lawrence Township 330 854-2211

Medical Facility Affinity 330 832-8761/Summa Barberton 330 615-3000

County Children's Service Board 330 451-8789

Poison Control Hot-Line 1 800 222-1222

Local Family Service Agency- Stark Jobs & Family Services 330 452-4661

Local Board of Health Stark County Katelyn Caniford 330 493-9904

Diocesan Insurance Administrator Pat Kelly 330 744-8451

School Principal Lisa Eberhardt 330-854-2823  
Parish Pastor Fr. Kevin McCaffrey  
Rectory Phone 330 854-2332  
Cell Phone 330 221-5204  
Office of Catholic Schools 330 744-8451  
Superintendent Mary Fiala 330 705-3206

## **HEALTH**

Your child's health is a matter of major importance to all of us. Upon enrollment, a parent or guardian must file with the school a health form signed by a physician and provide the school information on all pertinent allergy and medical conditions. We require that the child have the standard immunizations. Any communicable diseases should be reported immediately. The teacher will post information about communicable diseases on the parent bulletin board. Please do not send your child if you suspect your child has a communicable disease.

### **Your Child Should Not Attend Preschool If:**

- He/she has vomited or had diarrhea (more than one abnormally loose stool) in the past 12-24 hours
- He/she has a fever or has had one during the past 24 hour period
- He/she has a heavy nasal discharge or conjunctivitis
- He/she has a constant or severe cough
- He/she has symptoms of a possible communicable disease.

Staff members are trained to recognize the common signs of communicable disease. This training is updated at least every three years. The staff is annually inservice on proper hand washing and disinfection procedures.

**When diagnosed, the child must be treated with medication for 24 hours before returning to school. Diagnosed strep throat, scarlet fever, or scarlatina, requires the child to be treated with medication for 48 hours before returning to school.** A child may return to school according to the communicable disease chart posted in the hall. All parents will be notified if it is determined that your child has been exposed to communicable disease, such as pink eye, chicken pox, lice, or strep.

If a child becomes ill or has an accident at school, the parents will be notified immediately. If the parents cannot be reached, the person listed on the child's emergency sheet will be contacted. The child will be taken over to the main office and kept on a cot, isolated and under the supervision of an adult until the parent arrives. Cot will be cleaned after each use. In a medical emergency, directions on the child's emergency sheet will be followed. Symptoms of possible communicable disease that will require the child to be sent home could include:

- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis

- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated, infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, rabies, or other parasitic infestation
- Unusual spots and rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Abdominal pain

Your child may return to preschool according to the Preschool Communicable Disease Chart posted in the entry hall. Generally this means the child has been treated with medication or been symptom-free for 48 hours before returning to preschool. If a child has had lice, scabies or other parasitic infestation, a child may return to school after treatment. In the case of lice, daily checks will be conducted in a room where lice has been found.

Please notify the school at once if the child does have a communicable disease, or if a member of your family has one. Parents of children exposed will be notified through a written notice describing the symptoms for which to watch.

Anyone who comes to take a sick or injured child home must report to the school office to sign the child out. If this person is not the parent or legal guardian, specific permission from the parent is required before the child may be released. Names of these persons will be on file in the school office and the preschool room.

A mildly ill child with minor common cold symptoms without any of the above symptoms may participate in school. Parents and teachers will work together to help children learn basic sanitation rules such as how to blow noses and cough in public. Proper handwashing procedures will be taught.

## **HEALTH SCREENING AND REFERRAL POLICY**

A Child Medical Statement signed by the Physician is required of all children initially enrolled in the Preschool Programs and annually after that. Screening information is required on that form.

Upon review of the completed physical form, if the physician does not complete a screening, information regarding the importance of health screenings is given to parents along with local health department contact information.

If a family is on Medicaid, information regarding Healthchek can be found at <https://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek> The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment is covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: \*medical history, \*complete unclothed exam (with parent

permission), \*developmental screening (to assess if the child's physical and mental abilities are age-appropriate, \*vision screening, \*dental screening, \*hearing screening, \*immunization assessment (making sure child receives them on time, \*lead screening, and \*other services and screenings as needed. The contact for the county coordinator is Michelle Martin

[MichelleL.Martin@ifs.ohio.gov](mailto:MichelleL.Martin@ifs.ohio.gov) (973)498-5011 Ext.2407.

Stark County Health Department 7235 Whipple Ave NW North Canton, Ohio (330) 493-9904

Stark County Family Services 221 3rd St SE Canton Ohio 44702 (330) 452-4661

Catholic Charities 800 Market Ave N. Canton, Ohio 44702 (330) 491-0896

If a preschool teacher observes signs that a health screening may be in order, this will be documented on the health form and communicated to the parents.

If the Center chooses to offer health screenings onsite, parents will be notified ahead of time and a permission slip for such screenings signed by a guardian.

### **PARENT PARTICIPATION**

Our families are very important to us. Throughout the year, the center will offer opportunities for families to participate in programs together. Parents may be asked to help with special events and classroom parties. Preschool parents are invited and encouraged to participate in the many events of the parish and elementary school. Parents are welcome to visit anytime to assist or observe. (see section on parental rights)

### **Examples of FAMILY ENGAGEMENT are:**

**FAMILY MISSIONS** Activities are encouraged to be done at home as they coordinate with our program's mission and five life skills program:

- Being Helpful
- Being Careful
- Being Respectful
- Being Responsible
- Being Patient

### **READ ALOUD at HOME**

Write the name of the book/ author on a seasonal shape that has been sent home by the teacher, and return to school (shape examples include apples, pumpkins, turkey, etc).

### **SUMMER ACTIVITY CALENDAR**

Mrs. Lavery will send home a fun and engaging summer activity calendar at the end of the school year. Parents are highly encouraged to utilize the activities on the calendar throughout the summer months.

### **COMMUNITY INVOLVEMENT**

Some ideas for getting your child involved in the community here at preschool include:

- Walking to the Post Office for a tour of the facility.
- Walking to the Library
- Enjoying story time with the Canal Fulton Library staff here at SPJ once a month.



- Visits from the community, including firefighters, police officers, the dentist, and the eye doctor.

## **COMMUNITY PARTNERSHIPS**

It is important to be connected to the wider community for the resources it provides to families. Watch for opportunities and connections in our newsletters.

## **FAMILY/CUSTODIAL SITUATIONS-Relationship with the school**

SS Philip and James School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as

the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such an event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal subject to review by the School's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

## **PARENTAL RIGHTS**

Any parent of a child enrolled in the preschool program at SS Philip and James Preschool may visit the school at any time during its hours of operation to contact his/her child or to evaluate the care provided or to inspect the facilities of the program, or for other purposes approved by the

Principal. Upon entering the premises, the parent must report to the school office (state law) (Add center procedures- sign-in, sign-out, etc.)

In case of a separation or a divorce, the custodial parent should inform the school in writing, concerning the status of the custody. Unless a court order is in effect prohibiting contact with the non-custodial parent, the school may provide the non-custodial parent with access to academic records and other school related information regarding the child.

Rosters of names and telephone numbers of parents, custodians, or guardians of children attending preschool are available upon request. Parents have a right to be excluded from this list. These rosters are available only to school staff and parents.

Parental concerns regarding the school should be addressed to the teacher and/or the school principal. In nearly 100% of the time concerns can be handled quickly and satisfactorily by the people closest to the program. Inspection records by the education, health and fire departments are on file and are available to parents who wish to review them. (Preschool License is on the wall next to the Parent Bulletin Board, Health/Fire records are in the school office)

If problems of a serious nature are not resolved, parents may contact The Ohio Dept of Education:

The state toll free number is **1-877-644-6338**.

The address is: Ohio Department of Education, Office of Early Childhood Education, Mail Spot 305, Columbus, OH 43215-4183.

[ELSR@education.ohio.gov](mailto:ELSR@education.ohio.gov)

### **CHANGES IN PROGRAM OR HANDBOOK**

Early childhood education is a rapidly developing field of study. As new guidelines are published by the State Department of Education and the Diocese of Youngstown, changes will be made in the program to better meet the needs of the students. The school reserves the right to make changes as deemed necessary, both in the operation of the program and in the material contained in the handbook. In the event of any changes, the parents will be informed in a newsletter or special communication. Parents will be asked to indicate on a form provided by the school office that they have received and read the preschool handbook.

