

Saint Brigid of Kildare Preschool

Parent Handbook



2011-2012

**Saint Brigid of Kildare School
7175 Avery Road
Dublin, Ohio 43017
Phone: (614) 718-5825 X244
Fax: (614) 718-5831**

TABLE OF CONTENTS

Staff Directory	3	Safety Policy.....	17
Phone Numbers	3	Cancellation of School	17
Mission Statement	4	Parent Participation.....	18
Philosophy	4	Volunteerism	18
Religion Statement	4	Background Checks.....	19
Goals.....	5	Red Alert.....	20
Staff and Child Staff Ratios.....	6	Withdrawal.....	21
Admission Statement.....	6		
Registration and Tuition Policies			
New Students.....	6	<u>General Information</u>	
Returning Students.....	8	Tote Bags.....	21
Arrival and Dismissal	10	Clothes and Personal Belongings.....	21
Late Pick-Up Fee.....	11	Parent Roster.....	21
Dress Code.....	11	Photographing and Video Taping	21
Discipline Policy.....	13	Snacks and Birthdays	21
Behavior Management Policy	13	Parent Teacher Conferences.....	22
Illness Policy.....	14	Conflict Resolution.....	22
Health Immunization Policy.....	15	Custodial Rights	22
Medical and Dental Emergency Plan	15	Art Materials.....	22
Life Threatening Allergies.....	16		
Inspections.....	16		
Suspected Abuse and Neglect.....	17		

St. Brigid of Kildare Preschool Directory
2011-2012 School Year
www.stbrigidofkildare.com

Maureen DiDomenico - Director

E-mail address- mdidomen@cdeeducation.org

Preschool Office Phone Number-----718-5825 ext. 244

Preschool Office Hours-Monday-Friday----8:00 a.m. to 3:00 p.m.

Kathy O'Reilly - School Principal

School Office Phone Number-----718-5825

School Office Hours-Monday through Friday---- 7:45 a.m. to 4:00 p.m.

Co-Teachers:	Lead Teachers:	Teaching Assistants:
Tori Foley-3's	Debbie Funk-4's & PreK	Kris McKenna-PreK
Cheryl Rubadue-3's	Molly Kellogg- 4's plus	Suzie Lawson-4's
	Kris McKenna-3's	Amy Sudduth-3's & 4's
	Kathy Troutman-4's	& 4's plus

Sessions

Mornings	8:20 a.m. to 10:50 a.m.
Afternoons	12:00 p.m. to 2:30 p.m.

Sample Daily Schedule

Morning		Afternoon
8:20-8:40	Greet children	12:10-12:20
8:40-9:10	Focus Group/Activities	12:20-12:50
9:10-9:55	Creative Expression	12:50-1:35
9:55-10:20	Clean Up/Snack/Story	1:35-2:00
10:20-10:40	Outside Play	2:00-2:20
10:15-10:45	Story/Song/Movement	1:45-2:15
10:40-10:50	Quiet time/story/music	2:20-2:30
10:50-11:00	Dismissal	2:30-2:40

Due to the Department of Education Standards regarding Preschool Programs, the policies governing St. Brigid of Kildare Preschool are separate from St. Brigid of Kildare Elementary School and should be followed as such. The governing board of St. Brigid of Kildare Preschool is the St. Brigid of Kildare School Board.

MISSION STATEMENT

Saint Brigid of Kildare Preschool provides the foundation for a life long love of learning and nourishes spirituality through the Catholic faith for all our students.

PHILOSOPHY

Saint Brigid of Kildare Preschool provides optimal early childhood educational experiences for young children that reflect the importance of integrating the Catholic faith into the educational process. Opportunities that foster self-discipline, self-reliance, and self-respect are provided in a loving, comfortable, and stimulating environment. Our integrated curriculum addresses the cognitive, social, emotional, spiritual, and physical development of the whole child. Our teachers strive to create a community of learners in which children and ideas are treasured, nurtured, and celebrated throughout the year.

RELIGIOUS EDUCATION

Religious education is central to the Catholic School. Through transmission of Catholic doctrine and Christian living within the school, St. Brigid of Kildare Preschool aims to assist parents in the important task of the religious development of their children. Our teachers recognize that while parents truly are a child's first teacher, our role is to support, enrich and nourish spiritual development. The aim of the religious program at St. Brigid of Kildare is to help develop Christian boys and girls of strong moral character with deep religious values. The Religion Graded Course of Study, adopted by the Dioceses of Columbus, guides our daily curriculum.

St. Brigid of Kildare's religious program helps students grow in the awareness of the multiple relationships to God, self, community, and the world. From time to time, programs and projects directed to the service of others are brought to the attention of the children and they are encouraged to participate actively and generously in these activities. Religion is not a separate entity in the life of a Christian and must be a part of all aspects of his or her 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 to relate to all people of our world, accepting their differences and appreciating their values as children of God.

GOALS

Our goals are to plan and structure play experiences in a Christian environment that will further enhance and facilitate growth and development for each child. We strive to:

- provide a sense of self-worth as one of God's children while enhancing self-confidence and self-esteem in all learners
- encourage each student to express him/herself as an individual through language development and creativity
- encourage students to successfully function in a group of peers through cooperation, sharing, friendship and values
- offer experiences that support and encourage emerging literacy
- provide concrete experiences with learning activities and problem-solving
- establish an environment that nurtures and values the development of children as individuals in community with other learners
- create an environment that acknowledges and continues the natural learning process, curiosity, and enthusiasm inherent in all young children
- model a cooperative and supportive partnership between children, teachers, and parents, establishing a positive connection between home and school

These curriculum goals will be met through:

- a curriculum which is aligned to the State of Ohio's Early Learning Content Standards using the framework of *The Creative Curriculum*© and the Religion Graded Course of Study
- planned activities in the areas of language, math, science, social studies, religion, art, music, and motor development
- assessment using the Developmental Milestones Continuum adapted to include the area of religion
- a daily schedule plan that provides a balance of activities on the following dimensions:
 - a) Indoor/Outdoor
 - b) Large muscle/Small muscle
 - c) Individual/Group
 - d) Quiet/Active
- a staff flexible enough to change planned activities according to the needs of children

The daily schedule of our preschool classes will include the following:

Free Play - opportunities for fine motor development, creative experiences, science activities, dramatic play experiences and inside or outside (weather permitting) large motor development

Clean Up/ Quiet Time

Gathering/ Storytime/ Music- daily prayer, religion activities, finger plays, calendar/weather, language experiences, aesthetic awareness activities, songs (Christian and holiday songs included), group games, traditional children's stories, nursery rhymes and creative music

Movement- opportunities for large muscle development

STAFF

St. Brigid of Kildare Lead Teachers are qualified early childhood educators with extensive practical experience working with young children. Assistant teachers are chosen for their experience working with young children. All staff members are committed to professional development and attend in-service training on a yearly basis.

STAFF/CHILD RATIOS

The staff/child ratios at St. Brigid of Kildare Preschool meet the Ohio Department of Education Standards. Our ratios are as follows:

- 2:12 for the 3-year-old classes
- 2:15 for the 4-year-old classes and 4's *plus*
- 2:16 for Pre-Kindergarten

The Ohio Department of Education Standards are as follows:

- 1:12 for 3 and 4-year-olds (mixed age)
- 1:14 for young 5-year-olds

St. Brigid of Kildare Preschool is in compliance with the standards developed for early childhood programs by the Ohio Department of Education. The O.D.E. Standards are available for your review upon request in the preschool office.

ADMISSION

A child is considered eligible for this program if he/she is at least three years of age on or before September 30th and toilet trained before the start of school.

REGISTRATION AND TUITION POLICIES

STUDENTS OF NEW FAMILIES- *“DEFINITION OF NEW FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION DOES NOT HAVE A STUDENT IN SAINT BRIGID OF KILDARE SCHOOL OR PRESCHOOL”*

Registration

New families registering new students in Preschool - Grade 8 must submit the following:

- Completed registration application.
- Registration Fee of \$50.00 per student. The Registration Fee is ***nonrefundable*** and is ***not credited*** toward your student's tuition. Please make your check payable to “St. Brigid of Kildare School.”

Please return the Registration Fee and a completed application by mail or hand delivery to:

St. Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Acceptance and Enrollment

Upon notification of acceptance, please submit the following:

- Acceptance Fee of \$150.00 per student for grades preschool through eighth. The Acceptance Fee is ***nonrefundable***, but the amount ***will be credited*** toward your student's tuition. Please make your check payable to "St. Brigid of Kildare School."
- FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form"). The FACTS Enrollment Form is included in the packet sent with the notification of acceptance. Please see below for additional information about this tuition payment plan.

Please return the Acceptance Fee and a completed FACTS Enrollment Form by mail or hand delivery to:
St. Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Enrollment and Payment Deadline:

The Acceptance Fee and the FACTS Enrollment Form must be submitted to the school office with in seven (7) business days of notification of acceptance.

- Families failing to submit the Acceptance Fee and a FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student's tuition.

Tuition Payment Plan

St. Brigid of Kildare School offers only one payment plan:

Automatic Monthly Payments. Tuition must be paid in monthly installments. New Families must submit a completed FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form").

- Families may elect to make 10 or 12 equal monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw **prior** to the beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. In addition, one additional FACTS withdrawal will be made.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Tuition will not be refunded for families participating in the FACTS program. In addition, one additional FACTS withdrawal will be made.
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call the St. Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

Students of Returning Families- “DEFINITION OF A RETURNING FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION HAS A STUDENT ATTENDING SAINT BRIGID OF KILDARE SCHOOL IN GRADES PRESCHOOL THROUGH EIGHTH.”

Re-Registration

Families will receive a Commitment Letter package in February of each year. Within seven (7) business days of receipt of the package, the family of a returning student must submit the following:

- A signed Commitment Letter. Families with multiple returning students will submit a single Commitment Letter, which covers all returning students in that family.
- Registration Fee of \$50.00 per student. The Registration Fee is ***nonrefundable*** and is ***credited*** toward your student’s tuition. Please make your check payable to “St. Brigid of Kildare School.”

Please return the Registration Fee and a signed Commitment Letter by mail or hand delivery to:

St. Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Commitment Deadline:

The Registration Fee and the signed Commitment Letter must be submitted to the school office within seven (7) business days of notification of acceptance.

- Families failing to submit a Registration Fee and Commitment Letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited one or more places, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student’s tuition.
- **Please note that the deadline for submission of the Commitment Letter and the Registration Fee is printed on the front of the Commitment Letter package.**

Deadline for Selection of Tuition Option

A tuition package will be distributed in April of each year. Please return a completed Lump Sum Contract or FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”) by mail or hand delivery to:

St. Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Please see ***Tuition Payment Options*** below for additional information about each of these tuition payment options.

The Lump Sum Contract or the FACTS Enrollment Form must be submitted to the school office within seven (7) business days of distribution.

- Families failing to submit a completed Lump Sum Contract or a completed FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

- Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is *nonrefundable* and is *not credited* toward your student's tuition.
- **Please note that the deadline for submission of the completed Lump Sum Contract or completed FACTS Enrollment Form is printed on the front of the tuition package.**

Tuition Payment Options

St. Brigid of Kildare School offers two payment options for returning students:

Lump Sum Payment. Tuition for the school year may be paid in a lump sum payment. Families choosing this option must execute a Lump Sum Contract by May 1st.

- Lump sum payments must be received by the St. Brigid of Kildare Finance Office by June 29th. Please make checks payable to "St. Brigid of Kildare School." Please mail or deliver tuition checks to:

St. Brigid of Kildare School
7179 Avery Road
Dublin, OH 43017-2702

- Families failing to submit the Lump sum payment by June 29th will forfeit their place(s) for the upcoming school year. Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is *nonrefundable* and is *not credited* toward your student's tuition.

Automatic Monthly payments. Tuition also may be paid in monthly installments. Families choosing this option must submit a completed FACTS Automatic Tuition Payment Agreement. ("FACTS Enrollment Form")

- Families may elect to make 10 or 12 equal monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw **prior** to beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program as of the date of withdrawal. Families will be required to make one additional monthly payment after the date of withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program.
- Tuition will not be refunded for families participating in the FACTS program. Families will be required to make one additional monthly payment after the date of withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call the St. Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

ARRIVAL AND DISMISSAL

Morning Classes -- 8:20 a.m. to 10:50 a.m.

Afternoon Classes -- 12:00 p.m. to 2:30 p.m.

Arrival

Please wait in the preschool lobby until the double doors to the preschool area are open. It is helpful if you escort your child to the cubby area to store his or her belongings before proceeding to the classroom. Please **do not** drop the child off in the parking lot, at the school doors or expect a sibling or other child to escort them to the preschool room. Please do not park in the **fire lane** directly in front of the school. The fire lane is marked with white 'No Parking' signs. **Parking in a fire lane is a violation of state law.** The painted messages (CAR 1, CAR 2, etc.) are for morning school drop-off only and should be disregarded for preschool drop-off. Preschool parents should be parking in either the parking lot in front of the school or along the front sidewalk.

Late Arrivals

The front exterior preschool doors will be locked ten minutes after class begins (8:30 in the morning and 12:10 in the afternoon). Parents that arrive after the doors have been locked need to enter the school through the front door, sign in at the main office and get a visitor's pass. Parents can then escort their child to the preschool cubby area. Parents need to return to the main office to sign out before leaving the building.

Dismissal

Children will be dismissed beginning at 10:50 A.M. for the morning classes or at 2:30 for the afternoon classes. A child will not be permitted to leave until a parent or other designated adult has come to pick them up. Should you have a change in pick-up plans please notify the preschool office in **writing** of the change. 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.

For pick-up you will wait in a caravan along the front sidewalk and we will walk your child to you and put them in your car. Each family will be given a "Name" sign for use in your vehicle. This sign should be visible to the teacher as you approach the classroom door in the car line. (It is helpful if you attach it to your passenger side sun visor with a rubber band and flip the visor down. Please pull forward slightly before buckling your child in their safety seat/seatbelt. This will facilitate a faster pick-up for everyone.)

*****Please Note*****

- Our policy is to have every child dismissed by a teacher.
- The children will not be permitted to leave the school until a parent; grandparent or other designated adult has come to get them.
- The teacher should be informed as to who will be responsible for picking up the child or group of children. We must have written authorization to release the child to an adult other than the parent.
- Your child may be released to a contact person listed on the registration form upon your notification to us. If we do not know this person, we will ask to check their ID. This is for your protection as well as ours.
- If you are unable to pick your child up due to a genuine emergency, please call the preschool office at 718-5825 ext. 244. The message will be delivered to the teacher.
- **Be sure that all of your contact people are aware of the above procedures.**

LATE PICK-UP 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 per every 10 minutes will be charged for the amount of time that the parent is late. This fee is payable immediately to the staff person that has been required to stay with and supervise your child.

DRESS CODE

The purpose of the dress code is to minimize influences that distract from the goals of the school and to limit competition among students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste. Uniforms are required for preschool. The uniform is as follows:

Boys:

Pants-navy blue dress uniform trouser. No contrasting stitching or outside patch pockets. Corduroys are not permitted.

Shirts-White knit pullover with collar or white oxford cloth button-down collared dress shirt. Shirts may either be long or short sleeves. No logos on shirts. A white turtleneck may also be worn but only under a sweater vest or approved sweatshirt with the school crest embroidered only. Only white undershirts may be worn under white shirts. **NO LOGOS ON SHIRTS.**

Sweatshirts-Dark green crew neck sweatshirt with school crest embroidered on the left chest. *No other sweatshirt or emblem will be acceptable. Front zip fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.* Sweater-Hunter green acrylic crew neck pullover, V-neck vest or cardigan letter sweater with school crest on left chest.

Shoes- *Brown, black or navy dress shoes. Saddle shoes with white and navy or black. Tennis shoes that are solid white or solid black or a combination of white and black. No boots, cloth tennis shoes, crocs or shocks. Shoelaces must be the same color as the shoe. No flashing or light-up shoes.*

Socks-White crew socks. Navy blue crew socks may be worn with pants.

Shorts-Navy blue walking shorts worn with white socks and white knit pullover shirt. Shorts may be worn August –September 30th and May 1st through the end of school.

Belt-No belt is required in preschool.

Girls:

Jumper-Blue and green plaid keyhole jumper. School crest on left shoulder panel. Must touch the top of the knee.

Blouse-White peter pan collar or white oxford cloth button-down collared dress shirt. Shirts may either be long or short sleeves. No logos on shirts. A white turtleneck may also be worn but only under cardigan crew neck sweater, approved sweatshirt with the school crest embroidered only or jumper. White knit pullover with collar (either long or short sleeves) may only be worn with shorts or pants. Only white undershirts may be worn under white shirts. No lace or eyelet trim is allowed either on the blouse or knit shirt.

Pants-Navy blue twill with no contrasting stitching or outside patch pockets. Corduroys are not permitted.

Sweatshirts-Dark green crew neck sweatshirt with school crest embroidered on the left chest.

No other sweatshirt or emblem will be acceptable. Front zip fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.

Sweater-Hunter green acrylic crew neck pullover or cardigan letter sweater with school crest on left chest.

Shoes – *Brown, black or navy dress shoes. Saddle shoes with white and navy or black. Tennis shoes that are solid white or solid black or a combination of white and black. No boots, cloth tennis shoes, crocs or shocks. Shoelaces must be the same color as the shoe. No flashing or light-up shoes.*

Socks-White knee socks with jumper. Plain white or blue opaque tights may also be worn with the jumper. Navy blue crew socks may be worn with pants. White crew socks may be worn with shorts. White crew socks may also be worn with the jumper in September and May.

Shorts-Navy blue walking shorts (cuffed) worn with white crew socks and white knit pullover shirt, peter pan collared blouse or white button-down oxford cloth shirt. Shorts may be worn August –September 30th and May 1st through the end of school.

Belt-No belt is required in preschool.

*Boots may be worn to and from school in inclement weather. Uniform shoes must be worn during school hours. Please buy boots that children can put on by themselves making sure that zippers, buttons and snaps are in good repair and easily maneuvered by young fingers. Tennis shoes are preferred for safety during outdoor play and are required for gym days.

Good grooming is expected. Hair should be kept clean and cut in a manner that is appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be *above the collar and off the ear*. No etching is permitted. Neither girls' nor boys' hair may cover the face or eyes. *Bangs must be at or above the eyebrow*. Trendy or unusual hairstyles are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. The principal will make the final decision concerning any issue regarding the length of hair.

DISCIPLINE POLICY

The word “discipline” stems from the word “disciple” meaning one who teaches. We view discipline as a way of teaching children to development and maintain self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will.....encourage the children to use their words.

- use positive suggestions.
- emphasize desirable aspects of behavior.
- model desirable aspects of behavior.
- use routines and a consistent schedule as a teaching tool.
- give children opportunities to make choices when appropriate.
- offer choices only when there is a choice.
- set developmentally appropriate limits or boundaries.
- explain reasons behind expectations.
- use a variety of methods to communicate expectations.
- model desirable aspects of behavior.
- use their voice as a teaching tool.
- be consistent.
- laugh with a child, not at a child.

Teachers will **STOP** any activity that endangers the child or endangers another child physically, mentally or emotionally and any activity that is destructive to materials or equipment. A child may be separated from the group when he/she is unable to control his/her behavior and if that behavior infringes on the rights of others.

We **never** use corporal punishment, nor do we ridicule or humiliate a child. No child is ever left alone.

Discipline will be fair, immediate and consistent. We will let the child know that it is the action that is unacceptable, not the child. Problem solving skills will be introduced and redirection to another activity may be necessary. If a child poses a safety hazard to other children or to the staff because of violent or other unacceptable behavior, the director has the right to dismiss the child from the program.

We are required by the Ohio Department of Education to distribute to all of our families as part of our parent handbook the following discipline policy:

BEHAVIOR MANAGEMENT\DISCIPLINE

- (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 praise for appropriate behavior.

- (C) 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 or 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.
 - (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.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

ILLNESS POLICY REGARDING THE MANAGEMENT OF COMMUNICABLE DISEASES

The following shall be recognized as signs of illness:

- Diarrhea and/or vomiting during the night or in the morning before school
- Skin rash, unusual spots or untreated infected skin patches
- Temperature of 100 degrees Fahrenheit taken by auxiliary method
- Sore throat or difficulty in swallowing
- Conjunctivitis
- Evidence of lice, scabies or other parasitic infestations
- Severe coughing causing the child to become red or blue in the face or makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stools
- Stiff neck or any communicable disease such as strep throat, chicken pox or scarlet fever

CHILDREN SHOULD NOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED. If, upon arrival, any of the above symptoms are observed by the preschool staff, the child will not be admitted to class and will be sent home.

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

Please notify the preschool office if your child will be absent at 718-5825 ext. 244. If your child has a communicable disease (i.e., chicken pox, strep throat, impetigo, conjunctivitis etc.) or if you have knowledge that your child has been exposed, please inform the preschool office. Parents will be notified when their child's class has been exposed to a contagious disease.

HEALTH IMMUNIZATION POLICY

All immunizations and health records must be current as stated in Ohio Department of Education Guidelines. The parent shall provide, prior to the first day of school or not later than thirty days after the start of school, **and thirteen months from the date of examination thereafter**, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The preschool reserves the right to deny class participation to a child if the medical information is not in compliance with state guidelines.

POLICY REGARDING THE ADMINISTRATION OF MEDICATION AND/OR VITAMINS

The preschool does not wish to dispense medication at school unless it is **absolutely** necessary (inhaler for asthma, EpiPen or Benadryl for allergic reactions, insulin). Please ask your physician if the times the medication is to be given could avoid the preschool class sessions. If medication needs to be administered during preschool, we must have written authorization from the doctor or dentist and the original prescription container listing the child's name and instructions. Parents must also fill out a consent form that lists the child's name, name of medication, dosage and time of need, duration of need and possible side effects.

MEDICAL AND DENTAL EMERGENCY PLAN

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

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 ill while attending preschool the parent or legal guardian will be notified of

the situation. The child will be comforted and cared for in the nurse's office or the preschool office until a parent or guardian arrives to take them home.

If a child becomes severely ill or injured while at school the staff will immediately call 911 for the emergency squad to respond. The physician listed on the child's emergency card will be notified for any child taken to the hospital by the emergency squad. The preschool director will take the child's medical and health records and Emergency Medical Authorization Form to the hospital. The parent or legal guardian will be immediately notified of the emergency situation.

It is very important that every student maintain an up-to-date address and telephone number record at the school. **To keep our emergency information current, please notify the preschool office immediately if you have a change of address or telephone number during the school year.**

STUDENTS WITH LIFE-THREATENING ALLERGIES

St. Brigid of Kildare Preschool strives to provide a safe environment for students with life-threatening allergies. Parents should notify the preschool director of any life-threatening allergy on or before the first day of each school year or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an "Allergy Action Plan" specific to the student with life-threatening allergies. The preschool director will review all allergy information provided by the student's parents and physician and will consult the school nurse as needed. The preschool director will share allergy information with preschool teachers and staff.

Parents will provide the school with the medications prescribed in the "Allergy Action Plan." Medications will be kept in the appropriate preschool classroom or with the student as specific needs dictate.

The parents of a student with a life-threatening allergy will provide a supply of "safe" snacks for their child. As parents of the children with food allergies arrive each day, they will approve or disapprove the provided snack. If they do not approve the provided snack, the child will be given a "safe" snack from their snack supply.

Teachers and staff will attend training annually regarding life-threatening allergies.

INSPECTIONS

St. Brigid of Kildare Preschool is subject to fire, health and building inspections. Inspections are also made by the 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 services agency.

SAFETY POLICY

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

1. No child shall ever be left alone or unsupervised.
2. In case of an emergency a staff member will contact a parent or other designated contact person.
3. In the event of an extreme emergency a staff member will use the preschool office phone to call 911 or Poison Control or call the school office for assistance.
4. Every child **must** have an emergency authorization form on file in the office.
5. The use of aerosols is prohibited when children are in attendance.
6. Fire drills will be held monthly and tornado drills are conducted from April through June. Each room in the building has a posted plan for evacuation.
7. For fire drills or other emergency procedures each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner. During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall.
8. A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations. If evacuation to another location is necessary, the students and teachers will proceed to St. Brigid's Green or if necessary to Karrer Middle School. Parents will be directed to follow the instructions that will be shared via phone and e-mail through the SchoolReach Alert System. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.
9. The preschool has on hand, at all times, a first-aid kit. Staff members are required to complete in-service training in first-aid, child abuse recognition and prevention, and in the prevention, recognition and management of communicable diseases.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrator are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio and newspaper (when applicable). In the unusual circumstances where school must be canceled during the school day, teachers and office staff will determine that all students have satisfactory transportation. Parents/guardians must arrange for proper supervision of the released student.

School closings will be announced on:

Radio: B97, WMNI/WBZX, WSNY, WTVN, WNCI, WCOL, WZAZ, WFII

TV: WBNS, WCMH and WSYX/WTTE

Please note: St. Brigid of Kildare will be announced separately from the Columbus Diocesan Schools. We will not always go out with Columbus Diocesan Schools. WE WILL ALWAYS BE OUT WITH DUBLIN PUBLIC SCHOOLS.

If Dublin announces a two-hour delay, there will be no morning Preschool classes for that day.

Parents will also be notified via an emergency contact system called *SchoolReach*.

PARENT PARTICIPATION

Parent interest and involvement is important to a child's growth and development in school. Therefore, we encourage you to be involved in your child's preschool experience in any of the following ways:

1. You are welcome to briefly observe your child quietly through the cubby area. Please hold any conversations with fellow parents outside the preschool area. We prefer that you wait until class has been dismissed if you have questions concerning anything that you observed.
2. Check the calendar for special activities and snack days.
3. We welcome the sharing of your special talents in storytelling, art, music, sewing, carpentry, gardening, etc. If you are available to share your talents or would be able to volunteer in a classroom, please let us know. Your child will enjoy it too!
4. Important announcements are posted on the parent board in the outside lobby. Please check it frequently. If you are in a carpool, please communicate timely information with the other parents.

VOLUNTEERISM

Volunteers can participate in many ways. We welcome and deeply appreciate parent involvement. A volunteer sign-up sheet is included with this packet. In addition, when volunteering, all volunteers must sign in at the school's main office when they arrive for the activity. Please note that the parish has determined that all volunteers with unsupervised access to children on a regular basis are to be fingerprinted and checked. A time and place for fingerprinting at the beginning of the school year will be announced. Additionally, **all volunteers for the 2011-12 school year must sign the Volunteer Code of Conduct form and complete the Protecting God's Children abuse awareness program before they are permitted to volunteer in a classroom.**

The following is the VOLUNTEER CODE OF CONDUCT agreement that you are required to sign:

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth at Saint Brigid of Kildare Parish.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

BACKGROUND CHECKS

Each staff member is to submit to the Bureau of Criminal Identification and Investigations a fingerprint sample for a background check of criminal history upon employment. Additionally, the state of Ohio enacted a new law (Section 109.575 of the ORC) in March, 2001, requiring **volunteers** who have regular unsupervised access to a child on a regular basis to be notified of this law and be advised that he/she may be required to provide fingerprints and may have a criminal records check undertaken.

The Diocese of Columbus takes this new law very seriously. Our primary motivation in complying with this law is the protection of your/our children. St. Brigid Parish has determined

that **all** volunteers with unsupervised access to children on a regular basis are to be fingerprinted and checked. Activities at our school could include but not be limited to volunteering in a particular classroom, volunteering in the library or tech lab, helping with an after school activity, or chaperoning a field trip. Times and places for fingerprinting will be announced yearly. The parish will absorb the cost of both the fingerprinting and the background checks.

RED ALERT

Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the sixteen public school districts of Franklin County – Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plain Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City – members of the Educational Council, plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If a 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 reopen. All school activities and events scheduled will be cancelled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

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

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

WITHDRAWAL

We expect that your child will be enrolled for the entire school year. If you intend to withdraw your child from preschool we ask that you give at least **two weeks written notice** to the director prior to leaving. This allows us to inform the next family on the waiting list. This written notice is in addition to the withdrawal conference that must take place with the preschool director, school principal or the Pastor (as required by the admissions policy.)

GENERAL INFORMATION

Tote Bags

Tote bags are provided for each child attending St. Brigid of Kildare Preschool. No other type of book bag is permitted. Key chains and other trinkets on the tote bag should be avoided.

Clothes and Personal Belongings

Label all your child's personal belongings, including hats, jackets, gloves and sweaters. Children will have identical items! We cannot be responsible for lost articles. If your child misplaces an article, please check with the teacher.

Parent Roster

Class rosters with the child's name, parent's name, address and telephone number are compiled each fall. Each class list includes all parents who have given us permission to release their names and phone numbers. Rest assured that this list is given **only** to other school families and is not distributed in any other way.

Photographing and Video Taping

Children are photographed and occasionally videotaped for educational and evaluative purposes. These photographs and videos may occasionally be used for teacher training at educational conferences on the local and state levels. Parents must consent and a signed release form is kept on file in the preschool office.

Snacks and Birthdays

Parents will participate by providing a daily snack for their child throughout the school year. **We recommend that these snacks be nutritious and healthful and of a quantity that is appropriate for a light snack.** Some suggested snacks are fruit slices, nutritious cookies or granola bars, carrot and celery sticks, cheese and crackers, pretzels, shaped crackers, graham crackers, mini-muffins, etc. Water will be offered as a beverage. **If your child has a special dietary need or food allergy, the staff should be made aware prior to the first day of school.**

Sugary snacks should be limited to birthdays and holidays. Birthdays are important to all of us! We are delighted to celebrate your child's birthday during our regular snack time. We suggest cookies or a snack that is special for your child. **PLEASE DO NOT SEND A CUPCAKE.** Birthday celebrations are planned as close to your child's birthday as possible. Summer birthdays will be celebrated as appropriate. All students are invited to have a **BIRTHDAY SPECIAL DRESS DAY.** (Students may choose to dress up or dress down.) Your child's **BIRTHDAY SPECIAL DRESS DAY** will coincide with their birthday celebration.

Parent/ Teacher Conferences

Parent/Teacher conferences will be scheduled in the fall and spring to discuss each child's progress. A conference may be scheduled at any other time during the year by request of the parent or teacher. Parents **are** encouraged to communicate with teachers throughout the year. However, please refrain from "conferencing" with teachers at drop off time or when picking up your child each day. Please send a note or call the preschool office to request a phone call from the teacher. It is very helpful for us to know of any special stresses in your child's life (a birth, a death, separation, death of a pet, etc.). This information helps us to be more sensitive to your child's feelings and needs.

Conflict Resolution

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

Custodial Rights

All documents pertaining to custodial rights must be in the child's school file. These documents include Temporary Orders, Final Orders, Restraining Orders, Protective Orders and Guardianship Papers. It is the responsibility of the Custodial Parent (or the Residential Parent in Shared Parenting Agreements) to provide the Preschool with all pertinent documents. In the absence of a Court Order directing the Administration to perform a given act or in the absence of direction from the proper authorities, the Administration of the school will decline involvement in matters regarding custodial rights.

Art Materials

Most often we use washable paints so that spills and splatters will wash out with presoaking and other pretreatment. However, occasionally paint may be used that is permanent. The preschool provides art smocks for paint and water play.