

# Saint Andrew Preschool

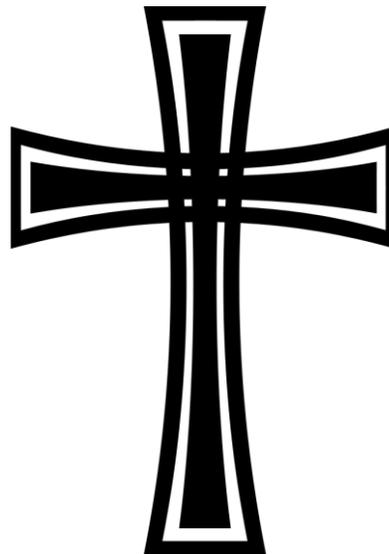
## Family Handbook

2019-2020

3880 Reed Road

The Bryce Eck Activity Center

Columbus, Ohio 43220



**Pastor:** Msgr. Stephen Moloney

**Principal:** Mr. Joel Wichtman

**Director:** Mrs. Annie Stephas

([astephas1@cdeducation.org](mailto:astephas1@cdeducation.org))

**Lead Teacher:** Ms. Amanda Carter

([acarter@cdeducation.org](mailto:acarter@cdeducation.org))

**Assistant Teacher:** Mrs. Charisma Cassidy

614-459-1402 ext. #3 (office)

614-459-1402 ext. #26 (classroom)

**Fax Number** – 614-459-1946

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## **Introduction**

The Saint Andrew Preschool is part of The St. Andrew School. The Preschool Director, The Elementary School Principal and The St. Andrew Parish Pastor work together on curriculum related issues, public relations and marketing, school technology and other areas that impact the educational, religious, emotional and social development of children in the school and preschool. All the policies stated within this handbook are adopted and approved by the Elementary School Principal and the St. Andrew Parish Pastor.

Due to the Department of Education Licensing Standards regarding preschool programs, the policies governing Saint Andrew Preschool are separate from Saint Andrew Catholic Elementary School.

## **Philosophy**

Saint Andrew Preschool serves as an introduction for the young child to the Saint Andrew School and Parish community. Our purpose is to provide an early education experience that prepares children for the kindergarten classroom using developmentally appropriate practices. We focus on the whole child, allowing them to explore and grow in the following areas of development: language and literacy, cognitive, social and emotional, physical and spiritual, and to develop educational readiness. The preschool staff strives to honor, celebrate and nurture the growth and learning of the child by offering various opportunities to use existing skills and to develop new ones. Saint Andrew Preschool focuses on the development of the whole child. Our integrated curriculum addresses the developmental stages and processes taking place within the heart, mind, and body of the child. The academic needs, social needs, moral needs, and creative needs of the child are supported while keeping in mind the teaching of Jesus, the Good Shepherd. We are pleased that you have chosen to include us in the growth and development of your children.

## **Spiritual Development**

The children at Saint Andrew Preschool will have the opportunity to spend one hour during their preschool week in the Atrium of the Catechesis of the Good Shepherd. This program offers opportunities for the child to form their faith and their relationship with God through “hands on” work with materials. It is based on the foundations of the Montessori method of the development of the child, as well as the conviction that God and the child are in relationship from the beginning. Those same beliefs are interwoven into the child’s classroom academic development, as well.

## **Goals and Curriculum**

Our goals are to plan and structure play experiences in a safe Catholic Christian environment that will further enhance and facilitate growth and development for each child. Young children learn through creative play, actively exploring and manipulating their environment. Concrete experiences contribute to concept development in the preschool age child. Play is the major vehicle for the development of the whole child in all areas; spiritual, cognitive, social, emotional, and physical. We strive to:

- To provide a sense of worth as one of the Sheep of the Good Shepherd while enhancing self-confidence and self-esteem in all learners
- To encourage students to successfully function in a group of peers through cooperation, sharing, and friendship
- To provide a curriculum that supports and encourages emerging literacy creative expression, socialization, small and large motor development, math readiness and emphasizes Christian values
- To provide concrete experiences through learning activities and problem solving
- To provide an environment that nurtures and values the development of children as individuals in community with other learners
- To provide a safe and secure school environment where a positive self-concept is enhanced and independence is encouraged

- To create an environment that acknowledges \_\_\_\_\_ and continues the natural learning process, curiosity, and enthusiasm inherent in all young children
- To be supportive of model the partnership between children, teachers, parents, and the Saint Andrew school community, establishing a positive connection between home and school which encourages parent involvement through frequent activities and home/school communication

These curriculum goals will be met through:

- a curriculum that is aligned to the State of Ohio’s Early Learning Content Standards using the framework of *The Creative Curriculum (Copywrited)*, *The Carpenter Literacy Program*, *Handwriting Without Tears*, the Religion Graded Course of Study for the Diocese of Columbus and the theories and practices of the Catechesis of the Good Shepherd
- planned activities in the areas of language, math, science, social studies, religion, art, music, and motor development
- a staff flexible enough to change planned activities according to the needs of the children
- a daily schedule plan that provides a balance of activities on the following dimensions:
  - Indoor/Outdoor
  - Large muscle/Small muscle
  - Individual/Small group/Large group
  - Quiet/Active

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

**Free Play** – opportunities for fine motor development, literacy development, creative experiences, science activities, social studies activities, dramatic play experiences and inside or outside (weather permitting) large motor development

**Clean up/ Quiet time**

**Gathering time/Storytime/Music** – daily prayer, finger plays, calendar/weather, language experiences, aesthetic awareness activities, songs, group games, traditional children’s stories, nursery rhymes, sharing, creative music

**Movement** – opportunities for large muscle development

**Atrium Day** – one day of the preschool schedule each class, divided in half, will spend one hour in the Atrium with a catechist

### Assessment

St. Andrew Preschool uses the Early Learning Assessment which is a part of Ohio’s Ready for Kindergarten Assessment System. All staff members have attended and completed the training to utilize this assessment tool. The assessment requires that staff observe children during the natural course of the children’s day. The ELA is an ongoing process of observations performed by the teacher and the staff to gather information on how a child is developing over time and it is not a performance-based assessment where children engage in a process of questions and answers. This process allows the teachers to form an understanding of the child’s learning and development that will assist them in future lesson planning and learning opportunities. Ultimately, the ELA is designed to aid the preschool staff in determining where the students are in their readiness for kindergarten. More information about the Early Learning Assessment can be found on the Ohio Department of Education website (ODE.com).

St. Andrew also uses the *Carpenter Literacy Program* to give children the tools to develop literacy and language. The staff also uses *Handwriting Without Tears* to aid in the child’s development of writing and math skills.

**Children going to kindergarten from St. Andrew Preschool have always been well prepared for the rigor and skills needed in kindergarten.**

**Staff:**

The Saint Andrew Preschool staff members are qualified early childhood educators with extensive practical experience with young children. They are committed to Professional development. Each staff member has a complete file on The Ohio Professional Development Registry that tracks his/her professional development. Additionally, every staff member shall complete training as required by ODE in the areas of CPR, First Aid, Communicable Disease Recognition and Child Abuse Recognition within the first 12 months of employment. Each staff member has been trained in Protecting God's Children and is to submit to the Bureau of Criminal Identification and Investigations a fingerprint sample for a background check of criminal history upon employment.

Individual Requirements include:

**Director:**

- \*Holds a bachelor's degree for an accredited college or university
- \*Have completed a minimum of four college courses in Early Childhood Education or Child Development
- \*Have at least 5-7 years of experience in a preschool
- \*Willingness to pursue Level 1 certification in The Catechesis of the Good Shepherd
- \*Must complete no less than 15 hours of professional development per year

**Lead Teacher:**

- \*Has possession of an Associate Degree or equivalent coursework with 2 years of Early Childhood teaching experience or a Bachelor degree in Early Childhood Development
- \*Complete no less than 10 hours of professional development per school year
- \*Willingness to pursue Level 1 certification in The Catechesis of the Good Shepherd

**Assistant:**

- \*must have a high school diploma or equivalent or higher

**Licensing and Inspections**

St. Andrew Preschool is licensed by the Department of Education (ODE). A copy of the preschool license may be found on the inside of the classroom door.

St. Andrew 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 the preschool program and its operations. The most recent compliance reports can be found posted near the license. Copies of the compliance reports may be made available in the preschool director's office.

**Staff/Child Ratios:**

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

2:16	for the three-year-old class
2:16	for the four-year-old class
2:18	for the Pre-kindergarten class

The Department of Education Standards are as follows:

1:10	For 3-year-old mixed age
1:12	for 4-year-old mixed age
1:14	for young five-year-old age

Saint Andrew Preschool is compliant 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.

**The Saint Andrew Preschool Directory**

**Mrs. Annie Stephas – Preschool Director**

astephas1@cducation.org

**Ms. Amanda Carter – Lead Teacher**

[acarter@cducation.org](mailto:acarter@cducation.org)

**Mrs. Charisma Cassidy—Assistant Teacher**

Preschool Phone Number -614) 459-1402

Office ext. #3

Classroom ext. #26

Preschool Office Hours: Monday – Friday: 8:00 a.m. to 4:30 p.m.

**Mr. Joel Wichtman – School Principal**

School Office Phone Number – 451-1626 (Dial 0 to reach secretary)

School Office Hours: Monday – Friday: 7:30 a.m.-3:30 p.m.

**Sessions:**

Morning Classes: 9:00 a.m. – 11:30 a.m.

Afternoon Class: 12:30 p.m. – 3:00p.m.

**Sample Daily Schedule:**

Morning

9:00-9:15	Greet Children/Opening
9:15-9:45	Learning Centers/Free Play/Atrium
9:45-10:15	Learning Centers/Free Play/Atrium
10:15-10:45	Gathering time
10:45-11:00	Music/Story/Snack
11:00-11:30	Pack up/Large Motor
11:30	Dismissal

Afternoon

12:30-12:45
12:45-1:15
1:15-1:45
1:45-2:15
2:15-2:30
2:30-3:00
3:00

**Arrival and Dismissal:**

Early Arrival: 8:00 A.M. to 9:00 A.M. – \$7.00 per day

Morning Classes: 9:00 A.M. to 11:30 A.M.

Afternoon Classes: 12:30 P.M. to 3:00 P.M.

Lunch Bunch 11:30 A.M. to 12:30 P.M. - M-F--\$10.00 per day

**Arrival**

Saint Andrew Preschool is a secured facility, remaining locked at all times during preschool hours. The doors will be unlocked 15 minutes before class begins and locked 15 minutes after class begins. Either the director or the custodian is in the lobby welcoming families as they arrive.

Preschool parents should park in the parking lot on the NORTH side of the Bryce Eck Activity Center. Please do not park under the portico of the building. Please do not drop your child off at the circular drive. All children must be accompanied to the classroom by a parent/guardian, only.

Please wait in the lobby outside the preschool room doors with your child until the preschool room is opened. It is helpful if you escort them to their cubby area to store their belongings before they come to the gathering area of the preschool room.

### **Early Arrival**

At times there may be a need for families to have their preschool children arrive at school before the usual arrival time of 9:00 A.M. When this is the case, children may come to preschool for Early Arrival between 8:00 A.M. and 9:00 A.M. each morning. A fee of \$7.00 will be charged. Fees will be collected monthly by credit card payments to director. The children will be supervised by the teachers and director until the regular class time begins. It is helpful if families can schedule ahead of time, but “drop ins” are accepted, as well.

### **Late Arrivals**

Children who arrive late for preschool with their parent or guardian should wait at the front doors of the building. The parent or guardian should ring the call button at the front door to be admitted by the attendant/teacher who will have a list of absent or tardy children. The preschool teacher or aide may admit the parent and child to the classroom.

### **Lunch Bunch**

Students may remain at school or arrive early to school in order to join us for an hour of lunch and enrichment. Please pack lunch and a drink. Sign up and calendar for Lunch Bunch are located next to the classroom door. Lunch Bunch runs from 11:30-12:30 most school days. Fee for lunch bunch is \$10.00 per session, payable by check or credit card at the end of each month.

### **Dismissal**

Children will be dismissed beginning at 11:30 A.M. for the morning classes and 3:00 P.M. for the afternoon classes. Parents are to drive up to the front doors under the portico for the normal pick up procedure. As each car arrives, children will be escorted by teacher or assistant to individual cars. Cars are to pull around to parking lot to secure children into appropriate car seats. A child will not be permitted to leave until a parent or other designated adult has come to pick them up.

\*\*\*\*\***Please Note**\*\*\*\*\*

- Your child may only be released to a contact person listed on the authorized pick-up form. Your child may be released to someone other than those noted on the form upon your notification to us. If we do not know this person, we will ask to check their (Driver’s License/ 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 at (614)459-1402 ext #26. The teacher will be able to receive the message in the preschool room.
- **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 paid immediately to the staff person that has been required to stay with and to supervise your child. In every late pick-up

### **Discipline Policy**

The word “discipline” stems from the word “disciple” meaning one who learns. We view discipline as a way of Christ-like life, teaching children to develop 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.

**Positive Guidance Statement:**

The preschool staff believes that helping the children to learn self-control is very important. Our hope is that each child will learn self-discipline through careful, positive guidance. Your child will be treated with love and respect. If children are treated with respect, they, in turn, learn to respect the teacher and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Situations requiring guidance shall be handled in a calm and consistent manner. Conflict resolution practices are taught to equip children to settle disputes amongst themselves with teacher guidance. The teacher will help all children involved to verbalize what's happened, their feelings, and acceptable solutions. Positive reinforcement (commenting on children doing the "right thing") and positive redirection (removing the child from the situation and giving them an appropriate activity) will be used when necessary. Children will never be isolated or physically harmed. A child may be asked to sit for a period of time (on a chair in the classroom) to give the child a chance to regain control if they are having a difficult time.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements set forth by the Ohio Department of Education.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. The administrator would be in communication with the parents prior to this occurring.

Our behavior management policies, procedures and methods apply to all persons on the premises.

**The Ohio Department of Education requirements for the preschool's actual methods of discipline:****Behavior Management/Discipline**

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. 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.
3. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
  - No discipline shall be delegated to any other child.
  - No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may gain control.
  - No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - Techniques of discipline shall not humiliate, shame, or frighten a child.
  - Discipline shall not include withholding food, rest or toilet use.
  - Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

If a parent needs to file a complaint, they may contact the director of the preschool. A conference will then be set up and all parties involved will be in attendance.

### **Suspected Abuse and Neglect**

The law requires:

- that any staff member suspecting an incident of abuse or neglect is required to notify the local children's protective services agency, Franklin County Children Services Department, 614-229-7000.
- that all staff members be trained in the recognition and appropriate response to child abuse or neglect
- each staff member is to sign a Non-conviction Statement, which states that the staff member has not been involved in crimes of child abuse and other crimes of violence

### **Management of Communicable Diseases and Illnesses**

St. Andrew Preschool staff has been trained to recognize signs of communicable disease or illness. A member of the staff shall observe each child as he/she enters the classroom for signs of illness.

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 axillary 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
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or grey or white stools
- Stiff neck
- Any communicable disease such as strep throat, chicken pox or scarlet fever

**CHILDREN SHOULDNOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED ABOVE.** 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. If a child is observed as being ill, the child will immediately be isolated from the other children. The isolated child will be within the sight and hearing of an adult at all times until the child can be discharged to his/her parents/guardian. A cot and blanket are made available for the child's comfort. All linens/blankets/cots are washed and sterilized before being used by another child.

Any child who has been discharged due to illness shall upon re-admittance to preschool be observed by a staff member, trained in first-aid, before reentering 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 and measles). Contact your doctor's office for guidelines if uncertain. St. Andrew Preschool follows the guidelines of the Ohio Department of Health when dealing with communicable diseases. The preschool director reserves the right to restrict a child from school depending on the circumstances of the individual illness.

Please notify the preschool office (459-1402 ext. #3) or classroom (ext. 26) if your child will be absent at (614) 459-1402. We are required to take attendance of each class each day. If your child has a communicable disease (i.e. chicken pox, strep throat, impetigo, conjunctivitis), or if you have knowledge that your child has been exposed to a communicable disease, please inform the preschool office. Parents will be notified by email, over School Speak, when their child's class has been exposed to a contagious disease.

### **Life Threatening Allergies**

St. Andrew Preschool strives to provide a safe environment for children with life threatening allergies. All preschool staff, annually, go through training on how to identify and handle an allergy emergency.

The preschool will not serve any foods that are known to produce life-threatening reactions to students in our preschool (i.e. peanuts, tree nuts, or their oils/extracts). Teachers will also refrain from using these ingredients when planning activities in the classroom.

Our preschool does not administer any medications, except those needed for Life Threatening Allergies. Parents who have children with allergies have filled out, and the doctor has signed, forms labeled Requests for Administration of Medications. Those are on file in the preschool office and accompany the child's medication(s), provided by the parents, in a locked medicine cupboard in the classroom. The Allergy Action Plan form lists the child's name, name of the medication, dosage and time of need, duration of need and possible side effects.

### **Health Immunization Policy**

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

### **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 preschool 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 preschool office by the teacher aid until the parent or guardian arrives to take them home.

If a child becomes severely ill or injured while at school, the staff will immediately call 9-1-1 for the emergency squad to respond. The parent or legal guardian will be notified, next, of the emergency situation. The preschool director will take the child's medical and health records and the Emergency Authorization Form to the hospital.

It is very important that every student's emergency information be kept up to date. **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.**

### **Healthcheck**

All ODE licensed preschools in Ohio are required to provide information about the HEALTHCHECK Program to **all** families. Healthcheck is Ohio's Early and Periodic Screening, Diagnostic and Treatment (ESPD) service package. Children enrolled in Medicaid are required to participate in this program. For more information please go to <https://www.odjfs.state.oh.us/healthcheck/index.asp>.

### **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 case of an extreme emergency, a staff member will use the preschool office phone or a cell phone to call 9-1-1 or Poison Control for assistance.
4. Every child **must** have an emergency authorization form on file in the office.
5. All materials used at the preschool (art, etc.) shall be approved by the preschool director for safety.
6. Fire drills will be held monthly, and tornado drills are conducted from April through June. Each area of the preschool 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 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 towards a wall.
8. A detailed emergency preparedness plan, Emergency Operations Plan, is available in the preschool office. The school is prepared for a variety of emergency situations. This Plan was formed between the school and the Department of Homeland Security. In case of an emergency evacuation, children and staff will evacuate to the green space at the south end outside the building or to Hastings Middle School. Parents will be directed to follow the instructions that will be shared via phone or email through the Ohio School Alert System. Additionally, if appropriate, local T.V., 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.
10. All injuries are noted on an incident form, the log of injuries and a copy of the incident form is given to the parents/guardians.

### **A Crisis Alert is issued during school hours:**

If a Crisis Alert is issued or a crisis exists in another school building or public building, the director of the preschool may decide to impose an emergency Lock-in. The following procedures are in place:

- A. The director will receive the information and pass it along to the other staff members and all doors to the building and the preschool will be locked.
- B. The windows will be covered, and all students will remain inside the classroom with the teachers.
- C. No outdoor recess
- D. Admission will be granted only at the front door to the building.
- E. The director will announce when the lock-in is over.

In the case of an intruder to the Bryce Eck Building, preschool staff have participated in A.L.I.C.E. training offered by the Upper Arlington Police Department. Proper procedures will be taken according to those guidelines.

### **Cancellation of School**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. During inclement weather, **St. Andrew preschool will close in conjunction with the closure of St. Andrew Elementary School**. St. Andrew School closes, usually, with Columbus Catholic Schools and thus, so will the St. Andrew Preschool.

St. Andrew Preschool in conjunction with St. Andrew School uses **School Speak** which is an automated system that will notify each family by text, email or phone when school is closed. Should there be an instance when school would have to be cancelled during the day, the preschool staff will notify parents/guardians and proper transportation should be arranged. School closings will be announced on the various radio stations and morning news shows.

### **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 observe your child quietly through the window in the bay area of the large muscle room outside the classroom. Please hold any conversations with other parents outside the entire preschool area. We prefer that you wait until class has been dismissed if you have any questions concerning anything that you have observed.
2. Check the calendar for any special activities.
3. We welcome the sharing of any of your special talents in storytelling, art, music, sewing, carpentry, gardening, etc. If you are able to share your talents or would be able to volunteer in one of the classes, speak to the teacher and she will inform the director. When you arrive, please push the button outside the front door of the building and the teacher and/or the director will admit you and escort you to the classroom. Your child will enjoy it too!
4. Important announcements will be posted outside the classroom on the bulletin board. Please check it frequently. If you are in a carpool, please communicate timely information to the other parents.
5. Parents may wish to use their talents to help us make materials for the Atrium or to assist the teacher during your child's Atrium session.
6. A description of each class day's activities is posted outside the preschool classroom. Please read it with your child each day.

### **Volunteerism**

Volunteers can participate in many ways. We welcome and deeply appreciate parent involvement. A volunteer sign-up sheet will be made available to each family. We ask that you check in with the director and she will advise the teacher that you are there. Please note that St. Andrew Parish and School, in cooperation with The Diocese of Columbus, have determined that **all** volunteers must be compliant with the ***Protecting God's Children*** requirements. There will be a time and place for fingerprinting at the beginning of the school year and classes for the *Protecting God's Children* abuse awareness program will be announced. Volunteer opportunities may include, but are not limited to, volunteering in the classroom, helping with after school activities, being a room parent, or chaperoning a field trip.

St. Andrew Preschool encourages parents to participate in a group of parents called the **Parent Council**. This is a casually formed group of volunteers within the preschool parent community, who periodically meet with the director to support the mission of the preschool in a variety of ways. The group lends their talent, time and ideas to efforts that include planning, fund raising, publicity and promotion of the preschool in the greater community. A representative from each class is encouraged to work with the director to make Saint Andrew Preschool the best it can be.

### **Field Trips**

During the school year, some classes may have the opportunity to experience field trips. At the preschool level, "walking field trips" are most common. The children will have the opportunity to walk up to the big school, St. Andrew Elementary, for various activities throughout the year such as visiting the church or watching a play. There may be an opportunity for the children to visit a "field trip site" not close to the preschool. For this kind of field trip, parents/guardians will bring the children to the site and return to pick them up at the specified time.

When children are away from the preschool for field trips:

1. A first aid box meeting O.D.E. Guidelines will be available on the trip.
2. A staff member trained in first aid/CPR will be available at all times on the trip.
3. Each child will have identification attached to himself/herself that states the child's name, the Preschool name, address and phone number.
4. Each child must have a signed permission slip from a parent or guardian, **NO EXCEPTIONS**.
5. An Emergency Transportation Authorization form will be available for each child on the trip.
6. The health record of any child having allergies, handicaps or special needs will be available on any field trips or special outings.

### **General Information:**

#### Parent Roster

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

#### Communication

Before and during your child's preschool year begins, the director and the teachers will communicate with families in a variety of ways.

- **School Speak** is the announcement style venue of communication for quick, yet important messages to families.
- The Lead Teacher will send **Summaries** each week out to parents to keep them up to date on activities happening in the classroom. School Speak will also be used to communicate any items that may be needed for the coming week.
- Outside the classroom door and on Google Classroom, the Lead Teacher will post **lesson plans** and including pictures of children working and playing as they learn.
- **Parent/Teacher Conferences** will communicate the development and progress that the children are making through the year.
- **Email** is the method often used by all Preschool Staff to communicate with parents. Parents may also use it to communicate with the preschool director and the teaching staff.
- **Google classroom** will be used to communicate messages and share files with parents. Parents will receive a classroom code that allows access to the child's work.

#### Photographing and Recording

As part of your child's experience at preschool, photograph, audio tapes and occasionally videos are taken of your child. This documentation may be used for educational purposes, portfolio documentation of a child's milestones or for promotional slide shows for special events. The photographs maybe used in the children's journals or memory books. Parents must give consent and sign a release form which is kept on file in the preschool office.

#### Home Visits:

The classroom teacher will be contacting families about making an appointment for a home visit. Home visits are optional but highly encouraged. By visiting your home, the teacher can begin to build an open and trusting relationship with your child and your family. Our hope is to make your child's preschool experience both rich and inclusive and for the child to feel the cooperative relationship between school and family. Home visits do not always have to happen at home. You and the teacher may choose to meet at a library, playground or even the preschool.

### Clothing and Belongings

The children attending St. Andrew Preschool must come to school dressed for active play. Loose clothing and **TENNIS/RUBBER SOLED** shoes are necessary for running and climbing. Please understand that your child may get dirt or paint on their clothing during their busy day. Some stains may become permanent even though most of the materials that we use are water-based and washable so please do not send your children in their best clothes. There may be an opportunity for your child to come to school in “dress clothes” and on those days you will be notified by the preschool staff.

**PLEASE label** all items of clothing that may be removed during a preschool day such as sweaters, jackets, gloves etc. Children often cannot tell which coat is their own.

**PLEASE do not allow your child to bring toys from home to school.** Toys from home are often lost or cause disputes over ownership. Likewise, please keep your child’s backpack free of other items except their snack and extra set of clothes. If a child needs a “lovey”, they may keep that in their bag and visit it as needed, but not take it out of their bag.

Every child needs a **large zip lock bag, labeled with your child’s name, with an extra set of clothes, including underwear.** This will enable us to take care of any kind of accident that may happen during our day.

### Snacks and Birthdays

Parents will provide a daily snack for their own child each class day throughout the school year. Snacks need to be prepackaged by the manufacturer **or** individually packaged in a zip lock bag. If snacks are prepackaged, they need to be **peanut/tree nut** free and packaged in a facility that does **not** also manufacture and package other items that may contain peanuts/tree nuts. Careful examination of snack packages is necessary. If your child brings an individually packaged item such as cut up fruit or goldfish/crackers, those must be in the zip lock bags. We are a peanut/tree nut free facility and we feel it is our responsibility to take care of all our children including all their needs.

We recommend that these snacks be healthy, nutritious and of a size that is appropriate for a light snack. Some suggestions are Nutrigrain bar, fruit, veggie sticks, cheese and crackers, pretzels, graham crackers, popcorn, yogurt or raisins. We will provide the water for their drink

Birthdays are important to all of us! We are delighted to celebrate your child’s birthday **during our regular class time.** The teacher will factor each child’s birthday celebration into our class schedule, even the summer birthday children. On the day of your child’s birthday celebration, a parent/guardian may come to school and read a special book, chosen from home by the birthday child. That child will get to wear a birthday crown of his/her choice. The preschool staff will provide a special item for your child to distribute to their classmates. Other than the book, no other item is needed for the birthday celebration. Please remember to bring your own child’s snack only for snack time. **The preschool staff is not responsible for handing out birthday invitations. All children love to get mail and we encourage parents to send invitations through the U.S. Postal Service.**

### Parties and Celebrations

An opportunity will be offered for parents to volunteer to be a room parent for their child’s class. There will be two room parents per classroom. Responsibilities of those parents will be explained at the Opening Parent Meeting. This year each family’s tuition has incorporated a \$5.00 per child fee that will be factored into the “Party Fund” for their child’s class.

It is the belief of the preschool staff that the parties planned and celebrated should be focused and designed specifically for the children in each class. All parents or adult guests are invited to attend. We ask that care be arranged for the **siblings** of the children registered in St. Andrew Preschool during the scheduled parties. Many

ideas can be offered as suggestions for this care. **It has been our experience that due to safety and limited party space, the focus needs to remain on those children attending the class. Any siblings present will be under strict supervision of the parent and must follow all rules of the preschool.**

#### Room Parents:

At the Open House/Parent Meeting, you will have an opportunity to sign up to be a Room Parent. We need two room parents per class. The room parents' responsibilities are:

- Work together to plan and implement the holiday parties – Halloween, Christmas and Valentine Party.
- Planned activities may include one or two large muscle activities, a craft or two, one or two games, songs and/or a story.
- The snack provided must be peanut/tree nut free. Milk or juice may be provided, as well.
- Involve other parents/adults to help with the activities and/or party planning
- Complete and return the Reimbursement form for money owed for the party materials to Ann Whiteman, the business manager at the rectory.

#### 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. The teachers will not discuss a child's behavior/progress, etc. outside a confidential environment. The teachers may text you after school to "fill you in" on any of those situations.** Please send a note (written or by email) or call the preschool office to request a phone call or conference from the teacher.

The teacher may use notes, phone calls and emails to inform parents of their child's progress.

It is helpful for us to know any special stresses in your child's life (ex. 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 insure 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.

#### Grievance Process

An atmosphere of mutual respect is to be maintained by all parties involved in the grievance process. When a parent has a concern regarding the program, these steps should be taken:

1. Talk to the teacher about the concern. If the issue is not resolved:
2. Talk to the program director. If the issue is not resolved:
3. Meet with the teacher and the program director to work out a plan that is acceptable to all parties. If the issue is not resolved:
4. Talk to Mr. Joel Wichtman (614-451-1626 ext.#234) and/or Msgr. Steven Moloney (614-451-4290)
5. Call ODE with the number that is listed on the license posted on the inside of the classroom door.

Admission:

A child is considered eligible for our program if he/she is at least three years of age on or before the thirtieth day of September and is toilet trained before the start of school. A child will be eligible for the Pre-kindergarten class if that child is 4 years of age and will turn 5 on or after September thirtieth of the kindergarten year.

Registration, Tuition, Withdrawal:

St. Andrew Preschool accepts children from the age of three to five years of age void of all discrimination. Registration for Saint Andrew Preschool will begin in January for the coming year. Registrations will be taken on a first come first served basis with the parish families and those families with children already in the school taking precedence. When classes are full, waiting lists will be formed and vacancies will be filled with the following priorities:

1. A family already in the school
2. Participating parish family members
3. Any non-participating parish members
4. Members from other parishes
5. Non-Catholic families

At registration time, parents must submit the following:

1. a completed Preschool Registration form
2. A copy of their child's birth certificate
3. A copy of their child's Baptismal Certificate, if available
4. A copy of their child's immunization record
5. A \$200.00 *non-refundable* check that **will be** applied to tuition

Registration will not be considered complete until all the above information is received. Other forms required by The Department of Education are also included in the packet.

Tuition Payments may be made in two ways. First, a one-time payment of prepaid tuition, may be made and must be received by June 30th with no discount taking effect. Second, a family may choose to make 10 monthly installments. These payments are automatically deducted, on a monthly basis, from the specified bank account from July through April (10 months) of the preschool year.

Upon notification of acceptance, a tuition packet will be sent to the family. Included in the packet will be the St. Andrew Preschool Letter of Intent and Tuition Payment Option Form. Families must choose which option they prefer, and that form must be completed, signed and returned by May 20th to secure your child's position in the preschool class.

If the Tuition Prepayment option is chosen, please make checks payable to "St. Andrew Parish" with "preschool" written in the memo section. Please mail or deliver tuition to:

**St. Andrew Church  
Parish Office  
1899 McCoy Road  
Upper Arlington, Ohio 43220  
Attn: Preschool Registration**

If families fail to submit the desired tuition payment form by the deadline, they will forfeit their child's place in the class for the upcoming school year. However, the family may reregister, if space is available.

Delinquent tuition payments, either for the current year or previous years, may result in the forfeiture of a child's place in the preschool class. Considerations can be made if a family has made special arrangements with the pastor. All tuition for the school year must be paid in full by April.

A student, who withdraws from St. Andrew Preschool after the start of the school year, will be charged for the remainder of the school year for which the child is enrolled. The only exceptions to this policy are withdrawals to impairment of the student, which results in the student becoming physically unable to attend St. Andrew Preschool, relocation of the student's family outside of the Columbus area, or on the recommendation of the school administration. In those instances, tuition is charged from July 1<sup>st</sup> through the end of the month in which the withdrawal occurs based on a ten-month payment period (July-April). Yearly tuition will be calculated as current tuition (after all discounts) less any pre-paid registration fee (if applicable). As stated during registration, and as stated on the registration form, the registration fee is non-refundable. This policy also applies to partial refunds of prepaid tuition.

**The 2019– 2020 Tuition Fees**

Three Year Old Class – Tuesday & Thursday Morning	\$2190.00
Four Year Old Class – Monday, Wednesday, Friday Morning	\$2730.00
Pre-kindergarten – Monday through Friday Afternoons	\$3480.00

# Family Handbook Compliance Form

**I have received a copy of the 2019-2020 Saint Andrew Preschool Family Handbook and have reviewed the policies related to my child's enrollment in the St. Andrew Preschool Program.**

**Signature of Parent or Guardian**

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**Printed name of parent or guardian**

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**Date** \_\_\_\_\_

**Please return this form to:**

**Mrs. Annie Stephas  
St. Andrew Preschool  
1899 McCoy Road  
Upper Arlington, Ohio 43220**

**or deliver directly to preschool**