



St. Brigid  
School

**Preschool**

**Parent & Student Handbook**

**2019-2020**

**Please go to [stbrigidxenia.org/school](http://stbrigidxenia.org/school) to find the handbook. Once you have read the handbook, please sign form below and send in with your paperwork. Thank You!**

## **INTRODUCTION**

The St. Brigid Preschool Handbook is a guide for parents and guardians whose children are enrolled at St. Brigid Preschool.

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

We ask that you read the Handbook and discuss it with your child. The Handbook constitutes an agreement among school, parent, and child. St. Brigid School endeavors to provide a quality education and to ensure that every opportunity for that quality education is maximized. After reading the Handbook, please have your child return the bottom portion of this page to his/her teacher.

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I have read the policies and information contained in the St. Brigid Preschool Parent-Student Handbook. We understand the contents therein are part of the cooperative agreement between parents and school to ensure a quality education for my child. **I agree to share the information found in this handbook with those who play a role in my child's preschool experience.**

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

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

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

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

### **St. Brigid School Vision Statement**

St. Brigid School envisions a school that calls forth and supports the discipleship of Jesus in all its dimensions. Everyone involved comes to think and to act like Jesus. The emerging kingdom of God is evident so that people are drawn into this vision.

### **St. Brigid School Mission Statement**

St. Brigid School, a faith-filled community, is a place where, in collaboration with families, Gospel values are shared and modeled so that the Catholic heritage and tradition continue to flourish in the community and all students are challenged to achieve their highest potential throughout the curriculum.

### **St. Brigid School Philosophy**

St. Brigid School endeavors to treat its students as individuals, to educate and work with the whole child. Our school values the family who provides the fundamental experience of Church on which to grow and develop. It sees the parents as the primary educators of their children. In working closely with parents, it builds on this foundation by helping each child reach his/her maximum ability, intellectually, spiritually, socially, and physically.

As a Catholic school, St. Brigid seeks to prepare its students to live and proclaim the Good News by teaching Catholic doctrine, building community, and providing opportunities for giving service to others. Both at home and at school, we need to be a prayerful community, modeling values that we hold deeply. In this way, we strengthen ourselves and our children to become active, knowledgeable, and caring adults.

St. Brigid School provides an updated curriculum, current educational programs, and the necessary resources to meet the needs of the individual student.

### **Preschool Program Goals**

- To provide a positive initial preschool experience
- To provide opportunities through play that are based on individual needs, interests, and abilities
- To create a desire to learn
- To develop a positive attitude toward self and others
- To provide opportunities for growth spiritually, intellectually, socially, emotionally, and physically
- To provide activities that are both self and teacher directed
- To develop readiness skills for St. Brigid Kindergarten program

### **Preschool Admission Policy**

It shall be the responsibility of the Preschool Director to develop Guidelines for Admission to St. Brigid Preschool and said guidelines shall be listed in the Preschool Handbook. No applicant to St. Brigid Preschool shall be excluded based solely on race, color, religion, national origin, or ancestry. The guidelines shall address, but not be limited to, admission if class size becomes an issue. The Director and/or Pastor may make exceptions on a case-by-case basis. 3/2007

Admission to St. Brigid Preschool does not guarantee admission into St. Brigid kindergarten.  
9/2012

### **St. Brigid Preschool Admission Guidelines**

Children ages 3-5 (by September 30) who are potty trained are eligible for admission. A potty trained child is able to cue caregivers when there is an urge to go to the restroom and understand the necessary steps in going to the bathroom. Potty trained children do not wear any form of diaper or pull up. Admission to the Pre-K class will be determined by parent/teacher conference. No applicant may be excluded solely because of race, color, religion, national origin, or ancestry.

Selection of new students will occur in the following order:

- Parishioners with children currently enrolled in St. Brigid School/Preschool.
- Parishioners who do not currently have children in St. Brigid School/Preschool with priority given to those parishioners with the earliest registration in the parish.
- Non-parishioners with children currently enrolled in St. Brigid School/Preschool with priority given to Catholics from neighboring parishes which do not have a preschool or whose enrollments are full.
- Non-parishioners who do not have children enrolled in St. Brigid School/Preschool with preference given to Catholics from neighboring parishes which do not have a preschool or whose enrollments are full.
- The Principal and/or Pastor may make exceptions to this policy on a case-by-case basis.

A thorough physical exam by a licensed physician and satisfactory immunizations are required and must be provided prior to the date of admission or no later than 30 days after the date of admission and annually from the date of examination thereafter. Lack of the required physical may result in grounds for dismissal.

## **REQUIRED FORMS**

The State of Ohio and St. Brigid Preschool require the following forms to be on file:

- Authorized Pick-Up
- Emergency Transport
- Medical History
- Physical Examination every 12 months
- Physician/Dentist Authorization/Instructions for Prescription Medications
- Signed Handbook form, roster permission form and photo permission form.
- Court Custody Papers (most recent if applicable)
- Birth Certificate

### **Developmentally Appropriate Program Planning**

The St. Brigid Education commission as the governing board for St. Brigid Preschool has approved the program planning for the preschool as appropriate. The board has approved the materials and equipment used in St. Brigid Preschool as being developmentally appropriate. The board has determined that selection and use of materials, equipment and resources meet the intellectual, physical, social and emotional needs of the preschoolers enrolled in St. Brigid's Preschool Program.

4/2012

### **Program of Activities**

**Book Exploration:** Children will be given the opportunity to read and share books of their choice from our classroom library.

**Circle Time:** The children gather to say morning prayer, sing songs, and discuss the weather, calendar, and theme of the week or listen to a story

**Outdoor/Indoor playtime:** The children are provided with various play equipment and participate in activities which focus on large motor skills.

**Learning Centers/Classroom instruction:** The children explore areas of the room such as dramatic play and participate in activities of their choice. At this time, social skills will be

developed. Children will participate in art and learning activities or visit the library for story time.

**Language time:** The children will end their preschool day with songs and story time. This is also time for review of what was discussed and learned that morning.

**Snack time:** Children will enjoy a healthy snack. This is a time for social interaction and to review manners.

### **School Hours**

|                                  |   |                          |
|----------------------------------|---|--------------------------|
| 3-4 Year Olds AM                 | Tuesday and Thursday<br>8:30 a.m. – 11:00 a.m.      | No drop-off before 8:25  |
| 4-5 Year Olds AM                 | Monday, Wednesday, Friday<br>8:30 a.m. – 11:00 a.m. | No drop-off before 12:25 |
| 4-5 Year Olds PM                 | Monday – Thursday<br>12:30 p.m. – 3:00 p.m.         |                          |
| Optional Supervised<br>Play Time | Monday - Friday<br>7:45 a.m. – 8:25 a.m.            | Begin clean-up at 8:25   |

### **Absences/Attendance**

The teacher takes attendance and the school office follows up on any child absent from the program if a parent note has not been provided prior to that day.

If it is necessary for your child to be absent from school, please follow these procedures: On the first day, call the office before class time and leave a message giving the reason for the absence. Excessive absences will be dealt with on an individual basis.

### **Arrival/Departure**

Parents are responsible for escorting their child/ren to and from the preschool room each day. The teacher or aide must be aware that your child is present. Likewise, never leave with your child without informing the adult in charge. Additional instruction on arrival/departure procedures will be provided at the Preschool Orientation.

If your child is going to be picked up by someone other than you, they must be on the Authorized Pick Up Form and must be prepared to show a picture identification card. No one may have

access to any child without permission of the custodial parent. If it is necessary for someone to pick up your child that is not on the Authorized Pick Up Form, please leave a note with the teacher.

Many children become concerned when their caregiver is late. If unforeseen circumstances occur and you are running late, please call the school office @ 372-3222. If you cannot be reached, we will contact the emergency numbers provided on your Authorized Pick Up form.

### **Bathroom Guidelines**

Bathroom procedures for the three year olds will be for the teacher or aide to assist the student if the student requests help. The door to the bathroom will be left partially open for the child's safety.

For each class, there will be a class restroom break given before snack time. Each child will be encouraged to try to use the restroom at this time. Each child will be required to wash his or her hands even if they did not use the toilet. Children in the Pre-K classes go to the bathroom on their own with the door closed. Children will be permitted to go to the restroom at any other time of the day upon request.

If a child has an accident while at school, two adults will be present at all times in the bathroom, with the door closed, while the child's clothes are being changed. A written statement will be sent home to the parents to inform them that this procedure was followed.

### **Birthdays**

Please follow the following procedures for birthdays.

1. Confirm with the teacher prior to the day your child plans to provide a treat.
2. Please limit your birthday snack to one treat in order to avoid over feeding the child. We do not want to disrupt eating schedules at home by allowing the child to have too many sweets at school.
3. In lieu of snacks, you might have your child choose a storybook to add to our preschool library. Mark the book with your child's name and birth date, and the teacher will use the book that day for story time.

### **Change of Address**

Please notify the office of any change of address or phone number, including work, cell phone, or emergency numbers.

### **Closings**

The preschool will close due to inclement weather conditions on the days St. Brigid School is closed. Listen to the radio and TV channels for St. Brigid School. Please do not call the school office for this information. The school will implement the One Call system if there are closings.

For delay days, the morning session will begin at 9:45 and end at 11:30. This will be an optional session. Children choosing to say home on delay days will not miss any regular classroom work.

### **Clothing**

Clothes should allow active participation in class activities. Play clothes are an excellent choice for school apparel. **Please be sure to have shorts on under any skirts or dresses.**

Label all jackets, coats, and belongings with your child's name. Inappropriate attire will be addressed on an individual basis.

Shoes should allow safety while running, jumping, and walking. Gym shoes are recommended.

Shoes should stay on and tied for your child's safety. Please no high heels, sandals, cowboy boots, slick or soft soled shoes. Consider slippery floors in the bathrooms and hallways and the mulch on the playground when choosing your child's school footwear. Please make sure your child has a jacket or sweater to wear on chilly days. We will be going outside for outdoor play as weather permits.

The parent should send in at the beginning of the year a plastic zip lock bag with a complete change of clothes for the child in case of accidents. These clothing items will be used in case the child soils the clothes he is wearing, and the soiled clothes will be sent home. These clothes should be brought in a zip lock bag with your child's name clearly labeled. Please remember to change the bag of clothes with the seasons.

### **Concerns or Problems**

If a parent has a special concern or feels that the program and/or its staff should take a course of action, the proper steps should be followed for a quick resolution:

- First, speak with the teacher/director. Most problems can be solved at this level. You can schedule an appointment by calling the school office at 372-3222 or send in a note requesting a conference or by email (kimberabrown@hotmail.com)
- If you feel that the matter needs further attention, speak with the school administrator. An appointment may be made by calling the school office.
- If you feel that the matter needs further attention and has already spoken with the teacher/director and school administrator, speak with the pastor.



- Having exhausted all local avenues for resolution, the final recourse for concerns or problems is the Ombudsman. The Ombudsman phone number is 1-877-644-6338. The number to report concerns, complaints, or violations is 1-614-466-0224.

Parents may request copies of the preschool program's compliance report by contacting the Preschool Director.

### **Conferences**

We have found that drop off and pick up times are not the best times to discuss issues regarding students. The teacher wants to give the child and the parent uninterrupted attention and cannot do so during these times. The teacher is available for conferences by calling the office and scheduling an appointment or sending a note directly to the teacher.

In November and March, conference days are scheduled to discuss evaluations completed by the teacher and to answer questions about the child's progress. Progress reports will be provided as needed to parents throughout the school year.

### **Cumulative Records**

The cumulative record of each child shall include, but not be limited to: name and date of birth; name, address, and telephone number of parent(s); names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located; name of person(s) to whom the child can be released.

### **Custody**

The office needs, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office and kept on file.

### **Discipline Policy**

It shall be the responsibility of the Preschool Director to develop Guidelines for the Preschool Discipline Plan. The guidelines shall be listed in the Preschool Handbook and shall meet the requirements of section 3301-37-10 of the Ohio Administrative Code and "Behavior Management/Discipline" section of the most recent Ohio Department of Education Preschool Licensing Rules. 3/2007

### **Discipline Guidelines**

The purpose of discipline is to help a child retain control of his/her emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience, and understanding.

The only worthwhile discipline is prompted by motives from within and is based on the Gospel values of Jesus Christ. Respect for God, self, and others will be stressed. Developmentally-appropriate expectations help children to choose suitable behavior.

We ask parents to assist the preschool in guiding our children in the acceptance of responsibility and in teaching them early to accept the consequences of their actions. If parents feel that they cannot support and accept the responsibility for helping the preschool enforce our rules and policies, the parents may be requested to withdrawal their child from the preschool.

Discipline will be handled primarily by the teacher/director. In the event this is insufficient, the school administrator will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer first with the teacher/director and then the school administrator. The school administrator will be available to aid parent or teacher with any disciplinary concern.

No child will be humiliated, shamed, or frightened. There will be no cruel, harsh, or unusual punishment including, but not limited to, spanking, pinching, shaking, biting or the use of physical restraints. No child will be placed in an enclosed area such as a closet, box, or similar cubicle. No discipline will be delegated to another child.

Discipline will not be imposed on a child for failure to eat or for bathroom accidents. Discipline will not include withholding food, rest, or bathroom use.

No child shall be subjected to profane language, threats, derogatory remarks about him/her, and his /her family or other verbal abuse.

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

The preschool 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 St. Brigid Preschool shall receive the preschool's written discipline policy.

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

The following methods of positive behavior will be used:

- Praise for appropriate behavior.
- Individual discussion of behavior with the child, geared to that child's capacity to understand.

- Redirection to another area if appropriate.
- “Time Out” – Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of the child from the room to be supervised in the office area by additional staff.
- Parent conference to resolve repeated unacceptable behavior in a positive way.

Repeated unacceptable behavior or inability to adjust can result in the child’s removal from the preschool for the benefit of all.

### **Preschool Health and Safety Policy**

It shall be the responsibility of the Preschool Director to develop Preschool Health and Safety Guidelines for St. Brigid Preschool. Said guidelines shall be listed in the Preschool Handbook and, at a minimum, meet the requirements of sections 3301-37-11 and 3301-37-12 of the Ohio Administrative Code. Guidelines shall contain, but not be limited to: required immunizations; emergency authorization; procedures for emergency situations; posting of emergency phone numbers; child supervision; parent notification of injury; administration of medication; First Aid materials. Guidelines shall also meet requirements of sections 3301.53 and 3737.73 of the Ohio Revised Code. 3/2007

### **Preschool Health and Safety Guidelines**

1. The parent shall provide, prior to the date of admission or not later than thirty days after the date of admission, and annually from the date of examination, a report from a licensed physician stating that the child is in suitable condition for enrollment in the program.
2. Along with this information, proof shall be provided that the child has had all the required immunizations for his/her age. Permission from the parent or guardian will also be required as follows:
  - Emergency medical and dental care
  - Emergency transportation
  - Names of persons to whom the child may be released.
3. As part of the registration process the following information will be ascertained: list of medications, food supplements, modified diets or fluoride supplements currently being administered to the child; food or other allergies; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.

4. Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands with soap and water; when dirty; after toileting; after assisting a child with toileting; before providing snacks; when hands have been in contact with nasal or mucous secretions. Disposable towels shall be provided in the classroom at all times.
5. Children shall be supervised at all times. Toys and equipment shall be clean and well maintained. Children shall be shown how to correctly and safely use equipment. Toys, materials and equipment shall be inspected periodically for safety and disinfected. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Spray aerosols shall not be used at any time when the children are present. Other health practices, such as not putting objects in their mouths, shall be emphasized.
6. There will be immediate access at all times to a working telephone in the preschool room.
7. Procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year on a monthly basis and records of these drills shall be maintained at the school.
8. Children shall be allowed to leave the classroom only with parent or designated persons. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written permission from the parent. A picture ID may be requested from the person picking up the child.
9. One staff member shall be in the preschool building at all times and shall have completed a course approved by the State Department of Health or approved by the "American Red Cross" in:
  - First Aid/CPR
  - Communicable Disease Prevention and Management
  - Child Abuse Recognition and Prevention

In case of an accident, an adult shall remain with the child until parent or responsible individual arrives. If parent or responsible individual cannot be reached, emergency medical treatment shall be obtained, if necessary, as designated on the emergency medical form. A first aid kit shall be present in the preschool building at all times. An accident/incident report shall be completed when an accident or injury occurs. The parent will be asked to sign the report which will be kept in the student's file. A copy of the report will be provided to the parent.

Staff trained to recognize symptoms of communicable disease and illness shall observe each child daily. If the child is suspected of having a communicable disease or illness, parent or designee shall be notified of suspected illness and shall be asked to come to the school and take the child home. If parent or designee cannot be reached, the child shall be kept in a supervised isolated area until able to be picked up. Parents shall be asked to keep the child home until symptoms disappear, without a fever for 24 hours (without receiving medication to lower a fever) and/ or medical treatment has been obtained.

In case of suspected child abuse, the Archdiocese of Cincinnati procedure for reporting child abuse will be followed as well as the state and local mandated reporting procedures.

10. No medication, vitamin, or special diets shall be administered unless instructions to administer such items are written, signed, and dated by a licensed physician and parent, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. Students may not keep medicine in their possession. This includes cough drops and any over the counter medication.

## **IMMUNIZATIONS REQUIRED BY THE OHIO DEPARTMENT OF HEALTH**

Records will be on file in the preschool office which show that each child has received immunizations required by state for admission to school or has had immunizations required by the Department of Health for preschoolers. The required immunizations are listed below:

- 4 Doses of DTaP/ DTP/ DT (Diphtheria, Tetanus, Pertussis) or any combination
- 3 Doses of Polio Vaccine
- 1 Dose of MMR (Measles, Mumps, Rubella)
- 3-4 Doses of Hib (Haemophilus Influenza Type b) depending on the vaccine type and the age when the child began the 1<sup>st</sup> dose and the last dose is after 12 months

Or:

- 1 Dose of Hib (Haemophilus Influenza Type b) if given on or after 15 months of age
- 3 Doses of Hepatitis B

Any child whose immunizations do not meet the above requirements will not be admitted to St. Brigid Preschool.

St. Brigid Preschool abides by Ohio Statute 3313.671 regarding immunization exemptions.

2/2007

## **MEDICAL, DENTAL AND SAFETY EMERGENCY PLAN AND PROVISIONS**

1. A First Aid Kit will be located in the preschool building.
2. Emergency Phone Numbers shall be posted by the telephone in the classroom:

Emergencies in all areas 9-1-1

Xenia Police Department 937-372-9901

Xenia Fire Department 937-372-9901

Children's Medical Center 937-641-3000

Greene Memorial Hospital 937-352-2000

Poison Control Center 800-222-1222

Greene Co. Health Department 937-374-5600

3. One preschool staff member will have completed an approved course in: First Aid; Prevention, Recognition, and Management of Communicable Disease; Child Abuse Recognition and Prevention.
4. Children's record including but not limited to medical information, immunization record, emergency authorization forms, and authorized release forms will be located in the school's office.
5. Medical and dental emergency procedures will be posted in the preschool room near the door so as to be available to school personnel, children and parents.
6. In case of an emergency, teachers remain with their class of children. If there is a medical emergency it will be handled by the Preschool Director or staff person trained in first aid. Parents will be contacted immediately.
7. Children will only be transported by the life squad.
8. In case of illness in children, refer to the policy on Communicable Disease Management posted in the preschool classroom. Make the ill child comfortable on a cot away from the other children in the classroom or in the Nurses Office. Refer to emergency information in the child's records.
9. In the case of suspected child abuse, the Archdiocese of Cincinnati protocol for reporting will be followed as well as the state and local mandated reporting procedures.
10. Authorization of emergency transport forms and children's information sheet must be taken to the hospital  
2/2007

### **Preschool Management of Communicable Disease Policy**

It shall be the responsibility of the Preschool Director to develop Guidelines for the Management of Communicable Disease for St. Brigid Preschool. Such guidelines shall be listed in the Preschool Handbook and shall meet the requirements set forth in section 3301-37-11 of the Ohio Administrative Code. Guidelines shall contain but not be limited to: personnel training as set forth in section 3301-37-07 of the Ohio Administrative Code; signs and symptoms of communicable disease; procedures for addressing a child with a suspected communicable disease; procedures for addressing a child that is mildly ill.

3/2007

**GUIDELINES FOR MANAGEMENT**  
**OF COMMUNICABLE DISEASE**

It is the policy of St. Brigid Preschool to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. The maintenance of sound habits in personal hygiene is each individual's and family's responsibility. Effective communicable disease control measures are dependent upon the co-operation of all involved.

1. Prevention

- A. One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit a yearly statement from a physician stating they are free from apparent communicable disease and have had the required immunizations as determined by the Ohio Department of Health.
- B. An immunization record is required by section 3313.67 of the Revised Code.

2. Control

- A. Control measures stop the spread of disease by breaking the chain of infection. If a child has any of the following illnesses, he/she should be kept home from school:
  - Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of 100 F° or above
  - Untreated, infected skin patch(es)
  - Unusually dark urine/or grey or white stool
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Vomiting
  - Evidence of lice, scabies or other parasitic infestations
- B. Hand washing shall remain our most important measure in controlling the spread of disease (refer to "Hand washing" in the Preschool Health and Safety Policy). All preschool staff shall be trained in appropriate hand washing procedures.
- C. Management of the Ill Child
  - a) At least one staff member in the preschool building shall be trained in the recognition of communicable disease or other illness.



- b) A person trained to recognize the common signs of communicable diseases or other illnesses shall be available in the preschool room at all times.
- c) A person trained in first aid shall be available to the preschool building at all times.
- d) A communicable disease chart shall be posted in the preschool classroom.
- e) Emergency medical and dental procedures shall be posted in the preschool classroom.
- f) If communicable disease, illness or fever is suspected based on physical observation, the child's temperature should be taken.
- g) If the child displays any of the following symptoms, the child will be immediately isolated and parent or guardian will be called to come and remove the child from school. A child who is isolated is always accompanied by an adult who is within sight of the child.
  - Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of 100 F° or above
  - Untreated, infected skin patch(es)
  - Unusually dark urine and/or grey or white stool
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Vomiting
  - Evidence of lice, scabies, or other parasitic infestations
- h) Minor symptoms may exist that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.
- i) An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be laundered after use. Equipment in the classroom will be washed and disinfected with germicidal detergent, if needed.
- j) If the child is isolated for discharge and/or further observation, the following steps shall be observed:
  - The child shall be placed in a room or a portion of a room not being used for other types of child care.

- The child shall never be left unsupervised.
  - The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. After use by the ill child the cot will be disinfected.
  - The child shall be observed for development of worsening condition or additional symptoms.
- k) If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:
- The parent or responsible party (as stated in the Emergency Medical Authorization Form) shall be notified of suspected illness.
  - If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers shall be readily accessible to all staff.
  - Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be
  - Parents are asked to keep the child at home until symptoms disappear and/or medical treatment has been obtained.
  - All parents shall be notified if their child has been exposed to a communicable disease.
- l) Parents are requested to promptly notify the Preschool if their child has been exposed to a communicable disease.
- m) A child will not be readmitted to preschool until he/she has had a normal temperature for 24 hours without the aid of medication to lower the temperature. After a child has had a communicable disease, the parent should confer with the teacher and physician to determine when it would be advisable for the child to return to school.

#### D. The Mildly Ill Child

- a) A mildly ill child is defined as a child who is experiencing minor common cold symptoms but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. We do not, however, care for any child who cannot participate in daily preschool activities.
- b) The Preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.

- E. A Child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated. If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom.
- F. No medication shall be administered unless instructions to administer such items are written, signed, and dated by a licensed physician and parent, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
- G. Preschool staff exhibiting any signs or symptoms listed above of communicable disease shall be sent home immediately.

### **Licensing**

St. Brigid Preschool is licensed by the Ohio Department of Education and approved by the Archdiocesan Dayton-Area Commission on Education. Our teacher and aide are licensed by the State of Ohio.

### **Religion**

The mission of our faith and religion program is to develop a Christ centered in sound Catholic identity by imparting the message of Jesus and bringing this message to light in our experience as a Christian community based in care and service to others.

All non-parish students are required to participate in all religion instruction and activities.

### **Snacks**

A daily snack will be provided that consists of servings from two of the food groups. Parents may be asked to provide snacks and shall be provided with information on nutritious snack choices. Snack menus for the entire week shall be posted on the parent bulletin board and shall reflect the snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served. Food allergies or food restrictions are to be documented on the **MEDICAL HISTORY STATEMENT** form and appropriate snack arrangements will be made through teacher/parent conference. Children are permitted to bring in treats to share with their classmates on their birthday. Prior arrangements with the teacher are requested. The program shall be in compliance with sections 3313.81 and 3313-813 of the Ohio Revised Code.

Further instruction in this area will be provided at Preschool Orientation.

All children should be fed breakfast or lunch before arriving at the preschool.

## Toys

Our classroom is well-equipped and your child is busy during the time he/she is with us. Experience tells us that a child's personal toys/possessions can cause unhappiness if lost or broken, so they are best left at home.

## Tuition and Fees Policy

It shall be the responsibility of the Preschool Director, in conjunction with the Parish Business Manager, to develop annually Guidelines for the Preschool Tuition and Fees, and said guidelines shall be listed in the Preschool Handbook. The guidelines shall address, but not be limited to, collection of tuition and fees and late payments.

## Tuition & Fees Guidelines

Tuition/ Fees for the 2010-2011 school year:

|             |   |
|-------------|---|
| \$115/month | 2 days per week 3/4 year-olds             |
| \$150/month | 3 days per week 4/5 year-olds             |
| \$185/month | 4 days per week 4/5 year-olds             |
| \$3/day     | Optional Supervised Playtime              |
| \$50        | Non-refundable registration fee per child |

Tuition and fees are subject to yearly review.

### Collection Procedures

Tuition for the preschool will be collected through various schedule plans: monthly, quarterly or yearly. Tuition collected monthly will be due on the first session day of the month. Payments may be given to the teacher, school office or sent to the parish office at 258 Purcell Drive. For quarterly and yearly payments, contact the parish office at 372-3193. For inquiries about automatic withdrawal payments please contact the parish office.

Bills for the optional supervised playtime will be sent home weekly with the child. Payment in a marked envelope is expected the next school day.

The \$50 non-refundable registration fee is due with the application. Registration is not complete until required forms are completed and returned to the school office.

### Late Payments

If tuition is not paid by the 10<sup>th</sup> of the month, a late fee of \$20 will be charged to the account. After the 15<sup>th</sup>, the child may not attend the preschool until payment is made or arrangements made with the parish business manager.

If the supervised playtime fee is not paid within 2 weeks, a \$10 late fee will be charged to the account unless arrangements are made with the parish business manager.

Reduction in Tuition

Tuition will not be refunded or reimbursed due to absence or for days school is delayed or closed.

### **Visitors**

Parents are welcome to visit. Parents who want to observe are asked to call the office one day in advance, to make sure there aren't any conflicts.

All visitors, including volunteers, are to report to the office in order to receive permission to go to any part of the school building. This regulation is meant to keep "unwanted" visitors out of the school. If you need to discuss something quickly with the teacher, please send a note as the teacher has responsibilities and duties.

### **Volunteers**

You may be asked to volunteer for the preschool programs. Volunteers are welcome. We ask that siblings do not come along on these occasions due to the ratio and licensing requirements as well as liability issues. All regular volunteers must complete the mandates of the Archdiocese's Viribus Training and be fingerprinted with the Archdiocese. Each volunteer must complete a non-guilty conviction statement for the State of Ohio.

### **Withdrawal Policy**

It shall be the responsibility of the Preschool Director to develop Guidelines for the Preschool Withdrawal Policy, and said Guidelines shall be listed in the Preschool Handbook. The guidelines shall address, but not be limited to, withdrawals initiated by the Preschool and withdrawals initiated by the family.

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### **Withdrawal Guidelines**

If the parents and the preschool director (in consultation with the preschool teacher) determine that the child is not socially/emotionally ready for the program or is not completely potty-trained, the tuition shall be prorated (daily rate x number of days in the program). If after consulting with the Director and no agreement is reached, the parents have a right to appeal to the Pastor.

If the child is withdrawn from the program for other reasons, the full monthly fee shall be charged. Parents are required to submit in writing a two-week notice of withdrawal to the preschool director.

### **School's Right to Amend**

St. Brigid Preschool retains the right to amend the handbook for just causes and that parents will be promptly notified in writing if changes are made.