



St. Mary Magdalene Preschool Parent Handbook



Important Contact Information

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St. Mary Magdalene School Mission Statement

"Our mission is to provide a strong Catholic foundation: academically, spiritually, and morally; which will develop the whole student and prepare them for the challenges of life"

St. Mary Magdalene School Belief Statement

St. Mary Magdalene believes that...

- Our staff accepts their role as catechetical leaders; all students, Catholic and non-Catholic, are provided ongoing opportunities for faith development and participation.
- The diversity of all families is valued and their involvement in our school community is welcome.
- Our staff is whole-heartedly dedicated to fostering an emotionally and physically safe environment.
- Our Program believes students develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Our Program will assist students in the development of self-esteem by providing them with creative avenues for self-expression, education, and socialization.

Goals of the Preschool Program

- To develop an awareness of God and His love.
- To develop a positive self-image and enable growth in self-knowledge.
- To encourage problem solving and decision making skills while fostering friendships and cooperation with other children.
- To develop gross motor skills such as running, jumping, climbing, walking, rolling and balancing.
- To develop fine motor and pre-writing skills.
- To encourage the development of pre-literacy and oral receptive skills.
- To foster developmentally age appropriate mathematics, science and language skills.

Licensing and Curriculum

St. Mary Magdalene Preschool is licensed by the Ohio Department of Education. Our preschool classrooms provide age appropriate experiences for children, 3 years of age and older, who are potty trained. St. Mary Magdalene's Curriculum is aligned to the State of Ohio's Early Learning Content Standards using the framework of *The Creative Curriculum*. Experiences are provided based on an understanding of the social, cognitive, emotional, spiritual and physical needs of the children in the program. The children also have many opportunities to explore the outside environment and community. Our program will conduct The Early Learning Assessment during the fall and spring for each student. Outcomes will be shared during conferences.

Obtaining Inspection Report / Filing a Claim

A Copy of the most recent compliance report will be posted on the Family Board in the preschool, or can be viewed online at <http://childcaresearch.ohio.gov>

To file a claim, please call : Preschool & SACC Program Licensing | Ohio Department of Education | 877-644-6338

Enrollment Policy and Procedure

Children will be admitted into the program on a first-come first-served basis, depending upon available space in the program.

Prior to acceptance into the program, families will provide the following documentation to the program administrator:

- Registration form and Fee
- Copy of the child's birth certificate
- Copy of the child's immunization records
- For any student who receives Scholarship funds, the family must provide the appropriate income forms and verification.

Prior to or on the first day of attendance, families will provide the following documentation to the program administrator:

- The Child Medical Form signed by a medical professional
- Emergency Card provided by the school office
- Copy of custody papers if applicable
- For any student who receives Scholarship funds, the family must provide the appropriate income forms and verification.

The Director may require the parent(s)/guardian(s) to withdraw a child if, in his opinion, placement in the preschool is not in the child's and/or the preschool's best interests.

St. Mary Magdalene Preschool does not discriminate on the basis of race, sex, national origin, handicap (if the student can function in the environment), or religion.

Billing

Your preschool bill must be paid promptly by the first of the month. After 45 days of non-payment, your student's participation in the program may be suspended.

Handbook Agreement

Parent(s)/Guardian(s) are required to sign and return the Preschool handbook agreement which is on the last page of this handbook.

Family Roster

A roster for each group of students will be prepared annually. The roster will contain the child's name and the name, address and telephone number of the parent(s)/guardian(s) unless they have requested the information be excluded. The roster will be made available upon request to the parent(s)/guardian(s) only.

Attendance

Ohio law requires parents, and guardians of preschool children to be accountable and responsible for their student's regular attendance at school. Our program believes that regular attendance is a vital factor in the child's development of self discipline and responsibility. Additionally, students whose tuition is supported by the Early Start Columbus Grant are required to maintain a 90% attendance rate. When your student needs to be absent from school, please notify the school secretary at (614)279-9935. When your student returns to school, please send a note with an explanation of the absence.

Extended Care

AM extended care and breakfast are available in the school cafeteria prior to preschool class, as well as afternoon extended care. Please contact Alice Carrier at (614)274-1121 for information or to enroll your student.

Arrival and Dismissal

- Student arrival is between 8:20am - 8:30am Monday through Friday.

All students are expected to arrive prior to 8:30am. Please notify the school office at (614)279-9935 if your student will not be attending for the day.

If you arrive early for your child's class, please wait on the side porch to allow teachers to prepare for the class. Teachers will welcome your child into the classroom when preparations are complete.

Upon arrival, initial the classroom attendance sheet.

This is also the time to check out the Family Information Board! It is the place where all important information will be posted.

- Half day dismissal is promptly at 11:00am.
- Full day dismissal is promptly at 2:30pm. Any student who has not been picked up by 2:40pm will be taken to the school cafeteria for extended care pick up.

Students will be released to authorized adults at the side porch door. Please wait patiently on the porch for the teacher to dismiss your student. If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child" (listed on your child's Emergency Form), you must provide written notification in each instance.

Dressing your child for school

Comfortable play clothes are most suitable for preschool. Clothing should be easy for children to manage as this will increase their self-help skills. Warm outer clothing, including hat and mittens or gloves, for outdoor play is essential in cold weather. Certain backless sandals, such as "flip flops" and "Crocs" are not allowed for safety reasons. Please label all jackets, hats, boots, etc. with your child's name to minimize loss. Please send, in a plastic bag labeled with your child's name, a full change of clothing to be kept at school for emergencies. Please include underwear and socks. Children learn by doing. They should not have to worry about getting "dirty" while exploring paint, clay, mud, etc. Please dress your child accordingly.

Outdoor Play

Fresh air and exercise are important. Outdoor play is scheduled daily - weather permitting - and all students are expected to participate. Please dress your student appropriately for both hot and cold outdoor play. If the Main school is participating in outdoor play...the preschool will also go outside. This is generally when the temperature is above 26 with wind chill factor or below 98 with relative humidity. We will closely monitor students when the temperature approaches the danger zone. If your student is well enough to attend school, then he/she is well enough to play outside unless you provide written instruction from a physician or other medical professional restricting outdoor play.

Nap / Rest Time

It is important that young children have a break in the activity of the preschool day to rest and recharge. If your student is enrolled in an all day program, there will be a rest time after lunch. It is not expected that all children sleep, and after a reasonable quiet time, students will continue with their preschool day. Students who do sleep will not be allowed to nap for more than one and a half hours.

Nutrition

Snacks will be served to the students daily. Families are asked to supply snacks for their student's class during two weeks of the school year. A snack schedule and a list of appropriate foods will be provided by the teacher and posted in the classroom. Students who attend full day will eat lunch in our cafeteria. Students may purchase a hot lunch or pack a lunch from home. Our cafeteria participates in the National School Lunch Program.

Please contact Alice Carrier at (614)274-1121 for questions about the program.

Special Parties

Occasionally, the classroom teacher will plan to have a party for special holidays or events. The teacher will notify you in advance when the party will take place. Additionally, families may want to send in a special snack to celebrate the student's birthday. Please notify the teacher in advance, so accommodations can be made.

Field Trips

A field trip is defined as any activity that requires the student to leave the school grounds. Parents will be informed of field trips in advance and permission slips must be signed and returned before a student will be allowed to participate.

Parent Involvement

Parents are always welcome. It is wise to be aware of your child's preschool program and the children with whom he/she socializes. While visiting, please respect the rights of the other children and the continuity of the preschool program. We do ask that parents limit their time in the classroom during the school day as it is important to maintain a consistent routine in the classroom for young children. * Only parent visitors or their designated representatives are allowed in the preschool unless on appropriate official business; in such case, the visitor should be accompanied by a school official at all times.

Communication / Conferences

Communication is a two-way street. Please feel free to share your concerns with us. Please let us know if there are circumstances at home that might affect your child's behavior. All information will be held in the strictest of confidence.

Scheduling a private time for parent and teacher to talk uninterrupted works best, as it is inconsistent with our policy to discuss a child when the child is present. It is the intention of the preschool staff to publish a monthly newsletter to keep you informed of our planned activities, events, and classroom news. Parent conferences will be held two times per year. Documentation of the conferences will be retained in your student's file. While every effort will be made to accommodate a variety of parent schedules, in the event a face-to-face conference is not possible, a telephone conference will be scheduled and similarly documented.

If at any time you have a problem, please contact the preschool teacher first. If problem is not resolved, the next step is to contact Mr. Rocco Fumi or Fr. Benecki. We will do everything that we can to help your child enjoy themselves in a happy environment. We hope to treat all the children as if they are our own.

Release of Information

Information concerning your student's progress may be sent to physicians, local school districts or other agencies with your permission. Authorization forms must be signed prior to release.

Behavior Management / Discipline

- A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- The parent of a child enrolled in a center shall receive in this handbook the center's written discipline policy.
- All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.
- The center's actual methods of discipline shall be restricted as follows:
 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 2. No discipline shall be delegated to any other child.
 3. No physical restraints shall be used to confine a child by any means other than holding a child for short period of time, such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 7. Techniques of discipline shall not humiliate, shame or frighten a child.
 8. Discipline shall not include withholding food, rest, or toilet use.
 9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

*****Serious risk, if observed, will be documented and reported.**

Classroom Rules

St. Mary Magdalene Preschool believes in a positive approach to discipline. We are excited to share with you our rules and expectations. We will be learning all about our class rules and what the rules look like. You can help by using the same language at home. For example you could say, "WOW! You are being safe by wearing your helmet when you ride your bike."

Our rules are:

- We take care of ourselves.
- We take care of each other.
- We take care of our school.
- We take care of our world.

What the Rules LOOK like

Take Care of Myself

- Put my materials/personal property away
- Wash my hands
- Go to the bathroom
- Get dressed/put on my coat
- Keep my body under control
- Solve my own problems
- Follow directions
- Make good choices
- Work hard
- Do my best
- Keep trying, never give up
- Follow my plan
- Use walking feet



Take Care of Each Other

- Use my words
- Help others
- Work as a team
- Be kind
- Share
- Play with my friends
- Take turns
- Give hugs
- Make someone smile
- Give compliments
- Use an inside voice
- Listen
- Ask others to play
- Let others learn



Take Care of Our School

- Throw trash away
- Clean up & put materials away
- Use materials in a safe way
- Use materials appropriately
- Only use what I need
- Use gentle hands to read books
- Turn things off



Take Care of Our World

- Pick up litter
- Water plants
- Feed pets & animals
- Recycle
- Reuse materials
- Turn the lights off
- Turn off technology
- Turn the water off
- Let nature be, only look with your eyes



Communicable Disease

In compliance with O.D.E. standards, a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- a. Diarrhea (more than one abnormally loose stool within a 24 hour period)
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- c. Difficult or rapid breathing
- d. Yellowish skin or eyes
- e. Conjunctivitis (pink eye)
- f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- g. Untreated infected skin patch(es)
- h. Unusually dark urine and/or grey or white stool
- i. Stiff neck
- j. Evidence of lice, scabies, or other parasitic infestation

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:

- a. Unusual spots or rashes
- b. Sore throat or difficulty in swallowing
- c. Elevated temperature
- d. Vomiting

A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program, and shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent. If the child's condition worsens, the child shall be discharged to parent or guardian as soon as practical. The child will not be readmitted to the school until he/she is symptom free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious.

Care of Mildly Ill Child

"Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities. In the case of a mildly ill child, the student will be allowed to rest within the classroom until they feel well enough to return to the activities or their condition worsens. Parents will be notified if the student is not feeling well for an extended period of time.

Administration of Medication

Prior to administration of any medication, prescription or non-prescription, the following procedure will be followed:

1. Written instruction of a licensed physician or licensed dentist as appropriate for the administration of the medication will be secured.
2. Each time medication is administered, a written record or log including dosage, date and time shall be made.
3. Only employees who are health professionals or who have completed a drug administration training may administer medication.
4. Medication shall be stored in a designated locked storage place.

Notification of Exposure to Communicable Disease

Parents will be notified in writing by the classroom teacher when students are exposed to a diagnosed communicable disease such as pink-eye, ring worm, chicken pox, lice, etc.

Emergency Procedures / Closings

Families will be contacted in the event of an emergency, illness, or other problem. Parent(s)/Guardian(s) will be called at home and/or work. If the parent cannot be reached, emergency contacts indicated by the parent on the emergency cards will be notified. Please be sure this information is up-to-date at all times. The school should be notified in the event of employment, address, or phone number change

St. Mary Magdalene Preschool will follow the St. Mary Magdalene School fire and tornado emergency procedures. We will participate in any drills held by the school.

In The case of school closings, please look for Columbus Catholic Schools to be listed.

Accidents

Accidents do happen. If your child is seriously injured, we will notify you immediately. Preschool personnel are First Aid and C.P.R. trained and certified. Injuries will be documented and a copy of the report will be sent home. As some toys may cause harm to young children, the Director reserves the right to determine the appropriateness of toys. Toy weapons of any kind will not be permitted at St. Mary Magdalene Preschool.

School's Right to Amend

St. Mary Magdalene Preschool and the Director have the right to amend this handbook for just cause. Parent(s)/Guardian(s) will be notified promptly in writing of any changes.

Volunteer Fingerprinting Policy

Diocesan Policy 4110.0

In order to provide the safest atmosphere possible for our students, St. Mary Magdalene School requires all adult school volunteers, who will have the occasion to be with students, obtain a BCI/FBI fingerprint background check. They must also attend the "Protecting God's Children" workshop. This policy is to keep us in compliance with Diocesan requirements. There will be no exceptions.

Principles of Conduct - Volunteers

Volunteers work collaboratively with the pastor or other supervisors and associates in ministry. They faithfully represent and practice the teachings of the Catholic Church with integrity in word and action. They receive education and training commensurate with their roles and responsibilities. They respect the diversity of spiritualities in the faith community. All in ministry at St. Mary Magdalene respect the dignity of each person and serve all program participants without regard to age, gender, race, language, national origin or disability. Volunteers are accountable to the parish and school administration. They carry out their ministry conscientiously and diligently, exercising responsible stewardship of resources put in their trust. Volunteers respect confidentiality and adhere to civil and ecclesial law, policy and procedure covering the reporting of neglect, suspected abuse, or danger of physical harm to any person. The rights and roles of parents are respected and supported. All volunteers will sustain respectful ministerial relationships, avoiding manipulation or other abuses of authority. Physical, sexual, or romantic relationships between an adult and a minor are unethical and are prohibited. Volunteers do not permit the use of alcohol, controlled substances, or tobacco by minors or anyone else on the premises. Volunteers make themselves aware of and comply with all applicable parish and diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission and medical emergency policies.

Inform the Principal of any suspicion of abuse. By law, it is the responsibility of a staff member to report immediately to the appropriate community agency any suspected case of child abuse and or neglect.

Parent Signed Agreement

We have read and understand the provisions of this Pre School Handbook.

Student's Name _____

Parent/Guardian _____ **Date** _____

Parent/Guardian _____ **Date** _____