



Immaculate Conception Preschool Parent Handbook 2022-2023

Pastor: Fr. Matthew Hoover
Principal: Ms. Colleen Kent

Preschool Teacher: Mrs. Riat
Preschool Teacher: Mrs. Heim
Teacher's Aide: Mrs. Eagan
Teacher's Aide: Mrs. Fetko
Teacher's Aide: Mrs. Dormady

366 East North Broadway St.
Columbus, Ohio 43214
(614) 267-6579

Table of Contents

PRESCHOOL DIRECTORY	3
HOURS OF OPERATION	3
INTRODUCTION	4
PHILOSOPHY	4
SPIRITUAL DEVELOPMENT	4
CURRICULUM	5
STAFF	5
STAFF/CHILD RATIOS	5
REGISTRATION AND TUITION POLICIES	6-7
THE 2021-2022 TUITION FEES	7
ARRIVAL AND DISMISSAL	7-8
SAMPLE DAILY PRESCHOOL SCHEDULE	8-9
NAPPING AND RESTING	9
LATE PICK-UP FEE	9
GENERAL INFORMATION	9
TOTE BAGS	9
CLOTHES AND PERSONAL BELONGINGS	9
SNACKS	10
STAFF AND PARENT COMMUNICATION	10
CONFERENCES	11
VOLUNTEERISM	11
SAFE ENVIRONMENT	11
BACKGROUND CHECKS	11
PARENT ROSTER	11
CLASSROOM UPDATES	11
STUDENT RECORDS	11
SPECIAL NEEDS POLICY	12
INSPECTIONS	12
CONFLICT RESOLUTION	12
EMERGENCY CLOSING	12
PHOTOGRAPHING / VIDEO TAPING	12
FIELD TRIPS	12
ILLNESS POLICY REGARDING THE MANAGEMENT OF COMMUNICABLE DISEASES	13
HEALTH IMMUNIZATION POLICY	14
POLICY REGARDING THE ADMINISTRATION OF MEDICATION AND/OR VITAMINS	14
MEDICAL AND DENTAL EMERGENCY PLAN	14
STUDENTS WITH LIFE-THREATENING ALLERGIES	15
CUSTODIAL RIGHTS	15
DISCIPLINE POLICY	15-16
BEHAVIOR MANAGEMENT / DISCIPLINE	16-17
NONDISCRIMINATORY STATEMENT	17

PRESCHOOL DIRECTORY and CONTACT INFORMATION

Ms. Erika Bardnell	Preschool Teacher	ebardnell@cducation.org
Mrs. Clare Heim	Preschool Teacher	cheim@cducation.org
Mrs. Sara Eagan	Preschool Aide	seagan@cducation.org
Mrs. Olivia Fetkp	Preschool Aide	ofetko@cducation.org
Mrs. Kelly Dormady	Preschool Aide	kdormady@cducation.org
Ms. Colleen Kent	Principal	cokent@cducation.org

School Office Phone	(614) 267-6579	
School Office Hours	Monday-Friday	(7:30 a.m.-3:30 p.m.)
School Fax Number	(614) 267-2549	
Parish Office Phone	(614) 267-9241	

PRESCHOOL CLASS TIMES

4's and 5's Class – Monday through Friday

- Morning Session (8:15-11:45 a.m.)
- Lunch Bunch (11:45-12:45 p.m.)
- Extended Care (12:45-2:30 p.m.)

4's and 5's Class – Monday / Wednesday / Friday

- Morning Session (8:15-11:45 a.m.)
- Lunch Bunch (11:45-12:45 p.m.)
- Extended Care (12:45-2:30 p.m.)

3 Year-Old Classes – Tuesday / Thursday

- Morning Session (8:15-11:45 a.m.)
- Lunch Bunch (11:45-12:45 p.m.)
- Extended Care (12:45-2:30 p.m.)

INTRODUCTION

Immaculate Conception Preschool is part of Immaculate Conception School which falls under the guidance and direction of Immaculate Conception Parish. The School Advisory Board works with Parish Pastor, Principal and Preschool Director/Lead Teachers on curriculum related issues, public relations, marketing, school technology and other areas that impact the educational, religious, emotional and social development of the children in the school and preschool.

Due to the Department of Education Licensing Standards regarding preschool programs, the policies governing Immaculate Conception Preschool are separate from Immaculate Conception Elementary School and should be followed accordingly.

PHILOSOPHY

Immaculate Conception Preschool, in partnership with parents, offers a child-centered curriculum that will foster a lifelong love of learning within a Christ-centered environment. The preschool experiences will actively engage each child in the learning process and help establish a solid foundation in spiritual, social, emotional, physical, and cognitive areas of development. These experiences will be grounded in high academic standards blended with Catholic Christian values and principles. Immaculate Conception Preschool is an extension of parish ministries and was established to meet a growing need for a quality early childhood program for young children of Immaculate Conception and the surrounding Clintonville community. Immaculate Conception 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. We will strive to meet the spiritual, physical, emotional, social and cognitive needs of the whole child. The moral, academic, social, and creative needs of the child are supported while keeping in mind the teaching of Jesus, the Good Shepherd. Our goal is to have a safe and loving environment where a child can be an active learner and researcher. Opportunities will be provided to use existing skills and learn new skills, which will help the child establish a positive self-esteem.

SPIRITUAL DEVELOPMENT

The children at Immaculate Conception 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 children are in relationship from the beginning. This is a comprehensive, spiritual formation program that is interwoven into the academic development of each child.

CURRICULUM

The goal of our learning environment is to help each child achieve their highest potential learning goals. A balance of dramatic play, creative and art-based activities will help to inspire the students to become actively engaged in the learning process.

All activities and lessons will be grounded in a Catholic Christian environment that respects and encourages the unique gifts and talents of each child.

These curriculum goals will be met through:

- A curriculum aligned to the State of Ohio's Early Learning and Development Standards using the framework of *Big Day for PreK* and the Diocesan Religion Course of Study
- Planned activities in the areas of religion, language, math, science, social studies, art, music, and motor development
- Varied assessments aligned with *Big Day for PreK* curriculum adapted to include the area of religion and the diocesan Early Learning Course of Study.
- A daily schedule plan that provides a balance of activities on the following dimensions:
 - Indoor/Outdoor
 - Large muscle/Small muscle
 - Individual/Group
 - Quiet/Active
- A staff flexible enough to change planned activities according to the needs of children

STAFF

The Immaculate Conception Preschool teachers are qualified in Early Childhood Education with state certification in areas of child development as well as practical experience working with young children. Assistant teachers are selected for their experience working with children. The staff is committed to professional development and attends in-service training on a yearly basis.

STAFF/CHILD RATIOS

The staff/child ratios at Immaculate Conception Preschool meet the required Ohio Department of Education Standards. They are as follows:

- 1:12 for three and four-year-old mixed age
- 1:14 for young five-year-olds

Immaculate Conception Preschool is compliant with the standards developed for early childhood programs by the Ohio Department of Education. The Diocesan Early Learning Course of Study Standards are available for your review upon request in the preschool office or online at the Office of Catholic Schools website.

REGISTRATION AND TUITION POLICIES

We accept children from the age of three to five year of age void of all discrimination. The child must be toilet trained and have reached the appropriate age of their preschool class **by September 30 of their enrolling year.**

School enrollment will fill on a first come first served basis with IC parish families and those families with children already in the IC School or Preschool, taking precedence. When classes are full, waiting lists will be formed and vacancies will be filled with the following priorities:

- A family already in the preschool or our K-8 school
- Participating IC Parish family members
- Any non-participating IC Parish members
- Members from other Catholic parishes
- Non-Catholic families

When applying, parents must submit the following for enrollment to be complete:

- Complete the Preschool Application and Enrollment process
- A copy of their child's birth certificate
- A copy of their child's Baptismal certificate (if applicable)
- A non-refundable registration fee of \$75.

Tuition payments are made in one of three ways:

- One time prepayment of the full year tuition cost paid by July 15th
- Two payments with half being paid by July 15th and the remainder by December 15th.
- 10 monthly installments automatically deducted each month from a specified bank account from July through April (10 months)

If the application is approved, an offer to fully enroll your child will be given. Included in the process will be an authorization to sign up for preschool tuition payments via FACTS tuition management system. This process is done through the FACTS Family Portal.

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 must be paid in full by April 15th.

If a child withdraws from the preschool prior to or during the school year, tuition due will be pro-rated based upon a ten-month payment schedule from July to April. Tuition will be due through the end of the month of withdrawal.

Example:

- Parent notifies the preschool on July 20 that their child will not be attending. The tuition due will be 1/10 of the annual tuition.
- Parent notifies the preschool on September 20 that their child will not be attending. The tuition due will be 3/10 of the annual tuition.
- Parent notifies the preschool on March 20 that their child will not be attending. April's tuition will be refunded because tuition is paid through April.

A non-returnable deposit of \$75 must accompany registration. This is not applied to the monthly tuition fees; rather, is used for the processing of registration materials and daily school supplies.

THE 2022-2023 TUITION FEES

(Based on NINE months of preschool classes)

<u>AGE</u>	<u>DAY</u>	<u>3.5 hour class</u>	<u>TUITION</u>
3 year olds	Tues, Thurs	8:15-11:45 a.m.	\$220/month (\$1,980/yr)
4-5 year olds	Mon, Wed, Fri	8:15-11:45 a.m.	\$300/month (\$2,700/yr)
4-5 year olds	Mon - Fri	8:15-11:45 a.m.	\$400/month (\$3,600/yr)

<u>LUNCH BUNCH</u>			
3 year olds	Tues, Thurs.	11:45-12:45 p.m.	\$70/month (\$630/yr)
4-5 year olds	Mon, Wed, Fri	11:45-12:45 p.m.	\$100/month (\$900/yr)

<u>EXTENDED CARE</u>			
3 year old	Tues, Thurs	12:45-2:30 p.m.	\$140/month (\$1,260/yr)
4-5 year olds	Mon, Wed, Fri	12:45-2:30 p.m.	\$185/month (\$1,665/yr)
4-5 year olds	Mon – Fri	12:45-2:30 p.m.	\$270/month (\$2,430/yr)

If you intend to withdraw your child from preschool, you **MUST** give two-week written notice to the preschool director prior to leaving. There will be no tuition adjustments made for snow days as the weather is out of our control. We will follow the K-8 school if days need to be made up.

ARRIVAL AND DISMISSAL

Morning school hours are 8:15 -11:45 a.m.

Lunch Bunch is available Monday through Friday from 11:45 -12:45 p.m.

Extended hours are available Monday through Friday from 12:45 - 2:30 p.m.

Arrival Procedures:

- School doors will **not open** prior to 8:00 a.m.
- Prompt arrival by 8:15 a.m. each morning is strongly encouraged due to help establish a daily morning routine.
- Parents or guardians are asked to walk the preschooler into the Education Center where a staff member will greet them.
- Parents are welcome to drop the child off in the classroom and leave after prayer.

Dismissal Procedures for 11:45 a.m. and 12:45 p.m. Pick-Up:

- Pick-up will take place from the playground, weather permitting. We will let you know when this changes (weather permitting, etc.)
- The gate from the playground area will only be opened at the scheduled dismissal time unless you've provided a note saying you

will pick your child up early. In that case, your child will be ready in advance.

- If you arrive prior to dismissal, please wait patiently until the scheduled dismissal time. This allows the staff to remain focused on all the children and provides a routine dismissal process for the entire group. (The children will make a line near the gate and at the appropriate time, the staff will dismiss the children to you.)
- Every child will be dismissed by a teacher or an aide.
- The children will not be permitted to leave the school until a parent, grandparent, or other designated adult comes into pick them up.
- Please ring the buzzer upon arrival if using the front door.
- The teacher should be informed as to who will be responsible for picking up the child or group of children. We must have written authorization to release the child to an adult other than the parent.
- If you have a change from your normal pick-up procedure, simply write a note to the teacher informing them of the change for the day.
- Your child may be released to a contact person listed on the registration form upon your notification to us. If we do not know this person, we will ask to check their ID. This is for your protection as well as ours.
- If you are unable to pick your child up due to a genuine emergency, please call the school office at (614) 267-6579. The message will be delivered to the classroom teacher.
- If your child has older siblings at the big school, a staff member will walk the children over to the big school until their sibling or adult arrives to take them home.

Dismissal Procedures for 2:30 p.m. and 2:45 p.m. Pick-up

- The 2:30 p.m. pick-up takes place at the preschool front door.
- Please be prompt for this pick-up as the teachers are on a tight schedule in the afternoon. Other children in the class must walk to the big school for the 2:45 dismissal and that takes time.
- After 2:30 p.m., all children (even those scheduled for a 2:30 pick-up) will be walked over to the big school for the 2:45 p.m. dismissal. Please plan to pick your child up from the Marian Hall parking lot. You will see the preschool teachers waiting alongside the school wall with the other preschoolers.

Late Pick-up Fee

- A five dollar (\$5.00) late fee will be charged to a parent or guardian who picks up a child after the ten-minute grace period and an additional \$5.00 for each 10 minute period thereafter.

Other Items to Note:

- The outside doors will be locked when school is in session. If you need to enter the building between arrival and dismissal times, please ring the buzzer at the main entrance, which faces East North Broadway.
- The playground areas behind the preschool building are for enrolled IC preschoolers and K-8 students only during school hours from 7:00 a.m. - 6:00 p.m.
- **Be sure that all of your contact people are aware of the above procedures.**

SAMPLE DAILY PRESCHOOL SCHEDULE

8:00-8:15 Kids arrive and wash hands. When children arrive they will have materials for free play

8:15-8:30 Kids listen to announcements from big school and clean up morning materials

8:30-9:00 Calendar, weather, story

9:00-10:00 Centers, small groups, individual assessment, Atrium

10:00-10:30 Wash hands, restroom, and snack

10:30-11:15 Movement, story, Atrium

11:15-11:45 Recess

11:45-12:30 Lunch Bunch

12:30-1:00 Outside recess (wash hands when returning inside)

1:00-1:30 Discovery learning

1:30-2:15 Rest time

2:30 Pack up and pick up

NAPPING AND RESTING

Children will have rest time each afternoon. The preschool will provide each preschool child with a mat, labeled for individual use. Parents are encouraged to send a blanket/pillow for your individual child's use.

Nap/rest time is NOT a punitive time at Immaculate Conception Preschool. Children are encouraged to rest and are required to stay on their mats, but they are not required to sleep.

GENERAL INFORMATION

Bags/Backpacks

Parents are to provide a book bag for their child's daily use. The recommended size is approximately 16.5"x13"x5", or something similar. Key chains and other trinkets on the backpacks should be avoided.

CLOTHES AND PERSONAL BELONGINGS

Children should come to school dressed for active play. Comfortable tennis shoes and loose clothes for running and climbing are best. Please understand that your child might get paint, food coloring, or dirt on one's clothing, so please send your child in play clothes. **ALL CHILDREN MUST BRING A SMALL STORAGE BAG WITH A CHANGE OF CLOTHES INSIDE.** Please make sure that the clothes in the backpack coincide with the season. Please label all of your child's personal belongings including shoes, boots, jackets, mittens, share toys, etc. One child's belongings might look exactly like another. We cannot be responsible for lost articles.

Please do not send toys to school with your child. Items can easily become lost or broken. Special "show and tell" days are the exception to this rule as designated by the classroom teacher.

SNACKS

Parents are to provide snacks for their children. Their snack is served daily and should consist of a nutritious finger food item and drink. Growing children need more food energy than they can consume during a single meal. Nutritious, well-planned snacks are a vital part of your child's diet and can account for as much as 20 percent of your child's daily energy and nutrient needs. Think of kids' snack time as a planned mini meal and not a spur of the moment indulgence. Deciding when, how much and what types of snack foods to serve your children are important considerations in planning your child's overall diet.

Birthdays are important. We are delighted to celebrate your child's birthday during our regular snack time. We will factor each child's birthday into our snack schedule, even for those with a summer birthday. Summer birthdays will be celebrated in May. One or two parents are invited to assist with birthday snacks if you've been fingerprinted and have taken the required PGC class.

STAFF AND PARENT COMMUNICATION

At Immaculate Conception Preschool, our staff works in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the principal influence in a child's life.

- Information about the program is given to new and prospective families. This includes a written description of philosophy and policies.
- A process is developed for orienting children and parents to the program.

- The preschool teachers must record daily attendance and file a copy with the office. The school secretaries will follow up on all student absences. The parent must send a note to the teacher when the child returns to school. This is given to the director and kept on file for the current school year.
- If a child is going to be absent, notification by a parent to the school office should occur no later than 8:30 a.m. (614-267-6579) Voice mail is available if calling outside of school office hours.
- Parents and staff communicate regarding child-rearing practices in order to minimize conflicts between home and school.
- Parents are informed about the preschool program through regular electronic newsletters, e-mails, bulletin boards, notes, or phone calls.
- Parents are welcome visitors.

Classroom observations by parents are encouraged. This should be scheduled in advance and at the convenience of the teacher. The Principal should be notified when parents plan to visit. Classroom visitations by those other than parents must also be cleared through the principal. All visitors to the pre-school must secure office approval. It is the right and duty of each teacher who sees a stranger in the building to ask his identity and purpose for presence in the building. The person should be escorted to the office or asked to leave.

All parents are to report to the office. If a parent goes to the classroom, make sure the parent has checked in first with the office.

CONFERENCES

According to Diocesan policy, parent/teacher conferences must be held at least twice a year. The Fall conference is highly recommended for all parents. Should staff have a specific problem with a child in class, be advised that staff will reach out prior to the formal conference to insure a change in behavior. At the time of the conference, further strategies can be developed for the child's greatest success. The teacher will keep a record of all phone calls and contacts with the parents. If parents need to schedule additional conferences, this shall be done outside the teaching hours. Teachers can not be called to the phone to arrange appointments. A note will be taken on all phone calls with return call intentions.

VOLUNTEERING

Volunteers can participate in many ways. We welcome and deeply appreciate parent involvement. When volunteering, all volunteers must sign in at the front door of the preschool when they arrive for the activity. All volunteer rosters must be approved by the main office prior to the event to ensure all are in compliance with their fingerprinting record and PGC class.

SAFE ENVIRONMENT

As a community of faith, we believe that our children are the most important gifts God has entrusted to us and that the prevention of child abuse begins with each person. Immaculate Conception Parish, in coordination with the Catholic Diocese of Columbus, is committed to the protection and safety of all children. This commitment follows the fundamental mission of the Church to preach the gospel of Jesus Christ, to give

authentic witness to the moral teaching of the Scriptures and the tradition of the Church, and to uphold the human dignity of every person. Increased awareness and a willingness to take action are steps for every person to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

BACKGROUND CHECKS

Each **staff member** is to submit to the Bureau of Criminal Identification and Investigations a fingerprint sample for a background check of criminal history upon employment and updated every five (5) years.

PARENT ROSTER

A list of the names and telephone numbers of parents or guardians of children attending our preschool is available on the family information bulletin board. Each class list includes all parents who have given permission to release their names and phone numbers.

CLASSROOM UPDATES

Each teacher will provide parents with weekly classroom updates. Each teacher will have a different style, but all parents will be kept well informed. If at any time you feel uninformed, please contact the director or lead teacher.

STUDENT RECORDS

Your child's records are available to you at written request. The records of children who attend Immaculate Conception School will be passed on to the school. When children are being served by other agencies, we can share child information with early childhood professionals only with a parent's written request. ALL CHILD AND STAFF RECORDS ARE STRICTLY CONFIDENTIAL.

SPECIAL NEEDS POLICY

When the teacher or administration is concerned that a child is at risk for special needs, the appropriate referrals will be made. We are open to dual programming arrangements and will make every effort to keep the child in our program when appropriate.

INSPECTIONS

Immaculate Conception Preschool is subject to fire, health and building inspections. Inspections are also made by the Ohio Department of Education to assess compliance with state regulations regarding all aspects of program operations. Copies of the reports and inspections are available in the preschool/school office and posted outside the classroom door.

CONFLICT RESOLUTION

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 followed:

Talk to the preschool lead teacher about the concern. If the issue is not resolved, arrange for a meeting with the Principal at Immaculate Conception School (614) 267-6579. If the issue is not resolved at the local level, a diocesan level meeting can be arranged with the ombudsman from the Diocese of Columbus, (614) 221-4633.

EMERGENCY CLOSING

Announcements concerning any unusual school closings, such as excessive snow or ice, etc. will be made through our FACTS Parent Alert System. Publicly, our school will be listed under Columbus Catholic Schools. The Superintendent will announce emergency closings of school during the day if the cause affects the entire district, and by the school principal if the reason for closing the preschool only affects our building. Parents should plan for such emergencies by instructing their children where to go if no one is going to be home. Young children will never be left alone without adult supervision or in the care of a stranger.

PHOTOGRAPHING / RECORDING

Children are photographed and occasionally recorded for educational and evaluative purposes. These photographs or videos may be used for teacher training at educational conferences or simply for preschool promotion. Parents must consent to have their child photographed, and sign a release which is kept on file in the preschool office.

FIELD TRIPS

Our field trip policy at the preschool level is geared toward in-house visits to our school from community helpers: firemen, dentist, doctor, etc. We feel that the preschool child will be more comfortable in meeting "new friends" who are "strangers" in their own comfort and safety zones. However, we may take the occasional walking "off-site" field trip and encourage all parents that want to attend to do so.

ILLNESS POLICY REGARDING THE MANAGEMENT OF COMMUNICABLE DISEASES

The following shall be recognized as signs of illness:

- Diarrhea and/or vomiting during the night or in the morning before school
- Skin rash, unusual spots or untreated infected skin patches
- Temperature of 100 degrees Fahrenheit taken by auxiliary method
- Sore throat or difficulty in swallowing
- Conjunctivitis
- Evidence of lice, scabies or other parasitic infestations
- Severe coughing causing the child to become red or blue in the face or makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stools
- Stiff neck or any communicable disease such as strep throat, chicken pox or scarlet fever
- Any signs or symptoms of the coronavirus as follows:
 - Fever/chills
 - Persistent cough
 - Shortness of Breath
 - Unexplained fatigue/body aches
 - Loss of taste and/or smell
 - Sore throat
 - Vomiting
 - Diarrhea

CHILDREN SHOULD NOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED.

If, upon arrival, any of the above symptoms are observed by the preschool staff, the child will not be admitted to class and will be sent home.

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

Please notify the preschool office if your child will be absent at 614-267-6579.

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

HEALTH IMMUNIZATION POLICY

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

POLICY REGARDING THE ADMINISTRATION OF MEDICATION AND/OR VITAMINS

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

MEDICAL AND DENTAL EMERGENCY PLAN

If your child has had any kind of an allergic reaction, is asthmatic or is subject to seizures, please inform the preschool director prior to the first day of school. If a child is hurt while attending preschool and requires first aid or any emergency treatment, an incident report will be completed and signed by the supervising teacher. One copy will be given to the parents and another copy will be kept on file in the office.

If a child becomes ill while attending preschool the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in the nurse's office or the preschool office until a parent or guardian arrives to take them home.

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

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

STUDENTS WITH LIFE-THREATENING ALLERGIES

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

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

Parents will provide the school with the medications prescribed in the "Allergy Action Plan." Medications will be kept in the appropriate preschool classroom or with the student as specific needs dictate. Teachers and staff will attend training annually regarding life-threatening allergies.

CUSTODIAL RIGHTS

All documents pertaining to custodial rights must be in the child's school file. 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 the involvement in matters regarding custodial rights.

DISCIPLINE POLICY

Our goal for discipline focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits:

Teachers will:

- Encourage children to do their own problem solving through reflective listening.
- Use positive suggestions.
- Emphasize desirable aspects of behavior.
- Give each child opportunities to make choices when appropriate.
- Explain reasons behind expectations.
- Use a variety of methods to communicate expectations.
- A child might be separated from the group when the child is unable to control one's behavior when the behavior infringes on the rights of others.

When a child's consistent, inappropriate behavior interferes with teachers and other children's rights, or becomes a safety concern, the following steps might be taken:

- Observation of the child by preschool Director/Lead Teacher.
- Parent/teacher conference to discuss concerns
- Implementation of a behavior plan designed by the director and teacher with parental suggestions.
- Referral to school district or other psychological professional for evaluation
- If these steps fail to bring about a positive change, the child's participation in the program could be terminated.

The method of discipline for preschool personnel will be restricted as follows:

- There will be no cruel, harsh, or unusual punishment.
- No discipline technique will be delegated to any other child.
- No physical restraints will be used to confine a child.
- No child will be humiliated or subjected to profane language, threats, or derogatory remarks about himself or his family.
- Discipline will not be imposed on a child for failure to eat, sleep, or for toilet/hygiene accidents.
- Techniques of discipline will not humiliate, shame, or frighten a child.
- Spanking will not be used as a means of discipline.

All staff members receive a copy of the preschool's discipline policy for review prior to their first day of employment.

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

BEHAVIOR MANAGEMENT / DISCIPLINE

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The preschool shall have a written discipline policy describing the school's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats or derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.

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

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

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

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

Nondiscriminatory Statement

Immaculate Conception Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.