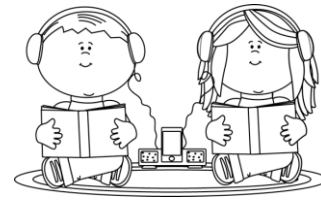


# St. Henry Elementary Preschool

## Parent/Student Handbook 2016-2017



### Welcome

Welcome to St. Henry Preschool, a place that stretches your child's heart as well as their mind.

St. Henry Preschool is a fun and safe environment where your child will mature and grow emotionally and socially through age appropriate experiences. We believe children learn by process, which is learning through play and working with things and people in the environment. We seek to provide an environment that encourages the children to make choices, ask questions, explore, share ideas, solve problems, and experiment without fear of failure. We try to provide experiences that will help your child feel good about themselves and confident about their abilities. We attempt to provide activities that will assist children as they grow to their fullest potential.

Throughout the year the preschool program goes through a site review to ensure we are meeting the requirements of the State Department of Education. Parents may request copies of the program compliance reports by contacting Mrs. Kathy Davis.

### Statement of Purpose

The St. Henry Preschool has been planned with the following goals:

1. To provide an environment where the child can form a good self-image.
2. To give the child the chance to learn and play with others.
3. To give the child opportunities to develop communication skills in a group situation.
4. To give the child the opportunity to learn through creative experiences.
5. To give the child a positive first class room experience.
6. To prepare the child for kindergarten.

### Enrollment

Enrollment is for four and five year old children in the St. Henry Local School District and is determined by space availability. After the month of May open enrollment begins and we can accept age-appropriate children outside the St. Henry School District, depending on availability. If your child turns four during the school year and you would like to enroll them in the preschool program, please contact Kathy Davis@419-678-4834, X 2422. Your child must be four at the time of enrollment. The preschool program is unable to hold spots open for a child wishing to enroll during the school year. There shall be no discrimination because of race, religion, origin, or social, economic background. A deposit will be put towards the first month's tuition and supplies that will hold your child's spot in the preschool program.

### School Calendar

The preschool will observe all holidays that the St. Henry School District schedules on their calendar.

### Arrival and Dismissal

Our morning sessions meet from 8:00 a.m. until 11:00 a.m. the afternoon sessions will meet from 11:55 a.m. until 2:55 p.m.

Children should arrive at 8:00 a.m. and 11:55 a.m. for the afternoon session. The staff needs time to prepare for the day's activities and want to give the children their full attention upon their arrival.

We ask that you pick up your child at promptly 11:00 a.m. and 2:55 p.m. The children are eager to see you at the end of the school day, and are disappointed if you're not among the waiting parents.

The teacher must be given a list of car pool members if your child is participating in one. No child will be released to anyone other than the parent or guardian unless you communicate with the school. If someone else is to pick up your child, we need written or verbal permission from the parent. The driver will be responsible for walking the preschooler to and from the classroom.

## Delays/Cancellations

When inclement weather makes it impossible to conduct school, an announcement will be made over the following radio stations:



**WSCM Celina 1350 AM; 96.7 FM**

**WKKI Celina 94.3 FM**

Also on our school website at [www.sthenryschools.org](http://www.sthenryschools.org) you may also sign-up for text and/or email alert and the St. Henry APP.

The preschool will follow the same schedule as the St. Henry School District in weather closing. If St. Henry is closed for the day, so will the preschool. Listed are the delay schedules:

**One Hour Delay** – Students will come to school at 9:00 am. Rather than 8:00 a.m. and follow a normal routine. Dismissal will be 11:00 a.m.

**Two Hour Delay** – This will be called Plan B: a.m. students will arrive at 10:00 a.m. and be dismissed at 12:00 p.m. the p.m. students will arrive at 12:55 p.m. and leave at 2:55 p.m.

## Health Record

All the children's immunizations must be up-to-date. Children enrolled in the preschool program are required to have a complete physical examination. A physician or nurse practitioner must sign the physical form. As required by state law, we must have your child's health record and physical form before the first day of school. Physicals are good for one calendar year. Please make sure your child's physical is planned after the projected end of the school year.

## Absence

We do our best to provide a healthy environment for your child. All staff is trained in the management of communicable disease. Please keep your child home if he/she exhibits any of these symptoms:

1. Diarrhea (more than one abnormally loose stool within 24 hours)
2. Severe coughing, sore throat, or difficulty in swallowing
3. Vomiting within the past 24 hours
4. Difficulty or rapid breathing
5. Temperature of 100 degrees or higher
6. Yellowish skin or eyes
7. Conjunctivitis (pink eye)
8. Unusual spots or rashes
9. Unusual infected skin patches
10. Untreated infected skin patches
11. Stiff neck
12. Evidence of lice, nits, scabies, or other parasitic infection
13. Unusually dark urine and/or white stool

14. No medications or special diets will be administered unless instructions are written, signed, and dated by a licensed physician and are prescribed for a specific child.
15. When staff members are ill, substitutes are hired. If your child is sick and will be absent from school please contact the elementary office by 9:00 a.m. at 419-678-4834 ext. 2401

If your child should have any of these symptoms while at school, you will be contacted immediately. If you cannot be located, we will contact one of the three adults named on the Emergency Medical Authorization form. Your child may return to school within 24 hours after all signs of illness have disappeared or after treatment or release by a physician.

### **Management of Communicable Disease**

The preschool staff has been trained in first aid, communicable disease, disinfecting and hand washing, and child abuse. In the management of communicable diseases, we will follow these steps:



- A. A child will be removed from the rest of the class and given a cot and blanket. The parents will be notified immediately.
- B. No child will be left alone or unsupervised. An adult will be within sight and/or hearing of the child.
- C. The preschool will promptly discharge the sick child to a parent, guardian, or person who has been designated by the parent.
- D. The child will be readmitted when the symptoms are no longer present.

The standards are also used for staff members in the event of their illness. Upon their illness, a substitute will be obtained to replace them.

The communicable disease chart will be posted in the classroom.

Parents are asked to notify the school when the child has been exposed to any communicable disease. The preschool will then notify the parents of the children who may have been exposed in class.

Parents are to report any and all allergies to the preschool coordinator. Since we do anticipate animal visitations, as well as preparing food to enhance the learning process, it is important that we have a list of all allergies.

A mild ill child will be monitored carefully by an adult and kept comfortable.

### **Safety Policy**

1. No child will be left alone.
2. There is a telephone accessible to the staff to make and/or receive calls at all times.
3. Spray aerosols will not be used when children are present.
4. All staff members are familiar with emergency medical procedures, fire evacuation, and tornado procedures. Fire emergency and weather alert plans are posted in each classroom. Fire drills will take place monthly. A record of drills is maintained in the elementary office according to the guidelines of the EMS.
5. At least one staff member will be on duty at all times who has been certified in first aid and child abuse recognition. All staff members are required by law to notify Children's Services when there is any suspicion of child abuse or neglect.
6. In case of a minor accident, we will inform the parents verbally or by a written note. In case of a more serious accident or injury the parent will be contacted immediately. If the parent cannot be reached, we will contact one of the other three adults named on the Emergency Medical Authorization form.

## Emergency Phone Numbers

Emergency Squad

Fire Department

Police Department...911

Job & Family Service...419-586-5106

Poison Control 1-800-222-1222



This plan is posted in the classroom and by the telephone.

1. There is a first aid kit located on the east wall on top of the refrigerator
2. All staff will be trained in first aid.
3. Children's medical records and cumulative file are located in the top drawer of the filing cabinet in the preschool classroom.
4. General instructions to staff in case of emergency
  - A. Call 911
  - B. Get child's records
  - C. Notify child's parents or emergency contact person of the incident
  - D. One staff member will go with the child, the other will stay with the class.
  - E. An incident report will be filled out and placed on file in the office. A copy will be sent to the Superintendent's office.
5. General instructions to staff in case of illness of children:
  - A. Child will be removed from the group and given a blanket and a place to lie down. The school will call the parent, guardian, or contact person.
6. In case of a dental emergency, steps will be taken as described on the Emergency Dental Care chart.
7. The EMS is used for emergency transportation

## Communications

Parent and Child Open House will be held prior to the beginning of the school year. At this time you will meet the staff, return necessary forms and learn about the program and classroom.

St. Henry Schools App is communication tool used by the school to keep parents and students posted on weekly and monthly activities in the preschool program. You will receive your login, password and instructions on how to follow school personnel at open house.

Parent Teacher Conferences will be held twice during the school year. We will be happy to meet with you any time you want to talk about your child's progress. Please feel free to call for a time that is convenient for yourself and the teacher. Mrs. Davis may be reached at the following home phone number: 419-678-4062.

Parent Observations are highly encouraged in order to understand the philosophy behind the curriculum and development of the whole child within the preschool environment. Please feel free to contact the school to set up a visit any time your child's class is in session.

## Roster

Your child's class roster will be mailed directly to you or given to you at the Parent/Child Open House.

## Possessions

Please mark all possessions clearly with the child's name. This includes book bag, coat, hat or any other loose clothing.

## **Behavior Management/Discipline**

Our ultimate goal is to teach the children self-discipline. When there is a minor conflict among children, we encourage them to talk over the problem among themselves. They often come up with a good solution. If the situation cannot be controlled through talking, the child may need to be removed from the situation or redirected to another activity. For a complete list of behavior management/discipline methods go to the Ohio Department of Education booklet or their website at [www.odh.ohio.gov](http://www.odh.ohio.gov) and search for Rule number: 3301-3710. We strive to reinforce positive behavior so that negative behavior will be minimal.

## **Acceptable Use of Computers/E-mail/Internet**

The St. Henry Local Schools Technology Plan provides for interconnecting our students with students, teachers, and academic resources throughout the world via E-Mail and Internet. Students who accept the responsibilities of using these computer programs, in accordance with appropriate educational standards will be given the privilege upon completion of reading the student handbook and returning the signature form. Any students engaging either specifically or generally, that is inappropriate conduct is subject to expulsion, suspension, or emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation. This Code of Regulations is adopted by the Board of Education of the St. Henry School District pursuant to Sections 3313.661 and 3313.662, the Ohio Revised Code. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employee, or such conduct would unreasonably interrupt the educational process at St. Henry Schools.

## **Network Acceptable Use & Internet Safety Policy for Students**

The St Henry Telecommunications Network has been established for a limited educational purpose. A vast array of resources is available through the telecommunications network. One of the goals of the St Henry Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students and staff. The network ensures limited privacy. Files and messages placed on the school network and domain are the property of the school. Services on the network include internet access, web-based school accounts, and school-licensed software packages. Students and staff should not infringe on the rights of other users of our network.

Difficulties with Internet usage include the unreliability of some data and the lack of any foolproof way of preventing unwanted and objectionable data from being accessed. Some materials are morally objectionable and pornographic in nature. **Filtering software is in place to screen these materials**, but is not a guarantee that such material may not be accessible. Important or confidential personal data should not be transmitted by means of the Internet. Normally, students will be working on the internet under supervision, but close monitoring may not always be possible.

### **Do:**

1. Use only your own account and password
2. Reflect academic honesty, high ethical and moral responsibility
3. Use for classroom activities, career development and limited high-quality self-discovery
4. Respect copyrights and other users' privacy (material that does not contain a copyright notice or mark is still considered copyrighted)
5. Notify your instructor or the technology coordinator of any potential security problems on the network
6. Notify your instructor or technology coordinator of any illegal activity occurring on the network
7. Notify your instructor or technology coordinator of any harassment directed to you through the network

8. Respect equipment and report any equipment problems to your instructor or the technology coordinator
9. Be judicious in the use of print resources
10. Maintain a clean working environment around your computer(s)
11. Do use Google Drive or other approved web-based sites when possible for storing student work.

**Don't:**

1. Do not share your password(s).
2. Do not use the network for political lobbying or commercial purposes
3. Do not download programs to your workstation's hard drive or to your home directory without permission from your instructor or the technology coordinator
4. Do not transmit viruses. If you do receive a virus or suspect your computer is infected, notify your instructor or technology coordinator immediately.
5. Do not load personally-owned software on school computers
6. Do not load software on school computers for which we do not have proper licensing
7. Do not use inappropriate language
8. Do not enter sites containing pornography or hate literature
9. Do not enter other users' files
10. Do not use "Chat" programs unless approved by system administrator
11. Do not store unnecessary files in your home directory
12. Do not use flash drives to move files between home and school computers

**Due Process:**

1. All files and messages stored on school computers, networks, and domains are property of the school. Administration has the right to examine and monitor any files.
2. Routine maintenance and monitoring of the system may uncover violations of the Acceptable Use Agreement.
3. Searches of individual files may be undertaken when monitoring devices alert to a potential problem on the network.
4. Local, state, and federal laws that apply to telecommunications will be enforced and the district will cooperate fully with these jurisdictions.
5. Consequences of student violations may include, but not be limited to, verbal warning, suspension of network privileges, or other disciplinary actions as set by your instructor and/or building principal.

**Limitation of Liability:**

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtained through or stored on the network. The district takes no responsibility for the loss of data, files, or information on the network.

## **Photography/Video**

We agree to allow my child's photo\ video to be used in school educational programming & planning, allowed to be used on the St. Henry App and to create awareness of school programs. For safety consideration, we do not post student names along with pictures on the internet other than the school controlled St. Henry App. If I refuse consent, I will provide written refusal to the respective school office.

## **Dress**

Children should be dressed comfortable in play clothes that will give him/her freedom to participate in all activities. We do many messy activities so keep that in mind when dressing your child. Please dress your child for the weather since we like to go outside whenever possible.

## Field Trips



To reinforce or expand the learning that takes place at school, field trips will be planned periodically throughout the year. The children are transported by St. Henry School buses and are well supervised by the teacher, aide, and parent volunteers. You will be notified through monthly newsletters of all trips, and be asked to sign a field trip permission form for each planned trip. Only children with a signed form will be permitted to go with the group. A person trained in first aid will accompany each group of children. The teacher will take the first aid kit, children's Emergency Medical Authorization forms, and signed permission forms on the trip.

## Snacks

Nutritious snacks are provided daily by the St. Henry Preschool. The teacher will coordinate these snacks with the weekly or monthly units. The snack list will be posted on the classroom and sent home monthly.

## Birthday

Each child at the St. Henry Preschool will have the opportunity to celebrate his/her birthday at school. Those with summer birthdays will celebrate their UN-birthday, which is a day chosen sometime during the school year.

## Toys

We ask that your child leave their toys at home. We work hard to provide a stimulation environment, and we prefer they play with a variety of things we have made available to them. We ask that no aggressive toys pretend or otherwise, be at school.

## Licensing

The St. Henry Preschool is certified under the Ohio Department of Education.

## Sharing Time

To encourage sharing, a sharing time will be done with your child throughout the year. Additionally, each child we will have the opportunity to be a "Star Student" for a day.

## Potty Training

There is a restroom provided in the classroom that is the proper height of preschool children. Students are expected to be potty trained before entering preschool, unless there is a handicapping condition. Bathrooms are cleaned on a daily basis.

## Tuition

Tuition is due at the beginning of each month. An envelope will be sent home each month with your child as a reminder that tuition is due. Please return payment in this envelope. Payment by check or money order is preferred. Please include your child's name on the check. A late fee of \$5.00 will be assessed after the 15<sup>th</sup> of each month. If a family has an outstanding balance of six weeks, the child may be removed from the program. If you are having difficulty making your monthly tuition payments, please contact the elementary principal, Mr. Adam Puthoff, or preschool director, Mrs. Kathy Davis to discuss possible payment arrangements.

## Withdrawal Procedures

If it is necessary for you to withdraw your child from the preschool program, notify the director, Mrs. Kathy Davis, as soon as possible. Tuition will be charged until notification has been received.

## **School Supplies**

- 2-Elmer's large glue stick
- 1-Box of 8 water colors, Crayola/Prang—Girls Only
- 1-Box of tissues—Boys only
- 1-School box plastic
- 1-"Bottom pocket" folder (to stay at school)
- 1-Set of headphones
- 1-1" 3-Ring view binder
- 1-2" 3-Ring view binder—T/T p.m. class only
- 1-School bag



Please mark school supplies with your child's name. Please capitalize the first letter of their name and small letters for the remainder of their name.

## **Handbook Signature Form**

Please sign and date the following signature page and return to preschool.