



SAINT BRIGID OF KILDARE
Preschool

Parent Handbook

2019-2020

Saint Brigid of Kildare School
7175 Avery Road
Dublin, Ohio 43017
Phone: (614) 718-5825 X244

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Saint Brigid of Kildare Preschool Directory
2018-2019 School Year
www.stbrigidofkildare.com

Hillary Harper - Director

E-mail address- mrs.harper@stbrigid-school.org
Preschool Office Phone Number----614-718-5825 ext. 244
Preschool Office Hours-Monday-Friday---8:00 a.m. to 3:30 p.m.

Kathy O'Reilly - School Principal

School Office Phone Number----614-718-5825
School Office Hours-Monday through Friday---- 7:45 a.m. to 4:00 p.m.

	Lead Teacher:	Teaching Assistant:
Halos Class	Mary Curtin	Jennifer Matthews
Hearts Class	Kris McKenna	Beth Byorth
Angels Class	Kris McKenna	Deb Funk
Saints Class	Gretchen O'Reilly	Mary Curtin
Disciples Class	Gretchen O'Reilly	Mary Curtin
Holy Heroes	Deb Funk	Kris McKenna
Music	Nathan Graham	

Sessions

Mornings	8:15 a.m. to 11:15 a.m.
Afternoons	12 p.m.. to 3:00 p.m.

Important note to parents: Please read this document thoroughly and keep it nearby for reference throughout the year. It is a mandated law that all parents receive/review the Parent Handbook. You will be asked to sign a statement saying that you have received, read, and agree to abide by the policies and procedures set forth by the administration of the preschool program.

Due to the Ohio Department of Education (ODE) Standards regarding Preschool Programs, the policies governing Saint Brigid of Kildare Preschool are separate from Saint Brigid of Kildare Elementary School and should be followed as such. The governing board of Saint Brigid of Kildare Preschool is the Saint Brigid of Kildare School Advisory Board, also known as SAC.

MISSION STATEMENT

The Saint Brigid of Kildare School community provides Catholic faith formation and strong academic foundations to develop lifelong learners, compassionate leaders, and dedicated disciples of Christ.

PHILOSOPHY

Saint Brigid of Kildare Preschool provides optimal early childhood educational experiences for young children that reflect the importance of integrating the Catholic faith into the educational process. Opportunities that foster self-discipline, self-reliance, and self-respect are provided in a loving, comfortable, and stimulating environment. Our integrated curriculum addresses the cognitive, social, emotional, spiritual, and physical development of the whole child. Our teachers strive to create a community of learners in which children and ideas are treasured, nurtured, and celebrated throughout the year.

RELIGIOUS EDUCATION

Religious education is central to the Catholic school. Through transmission of Catholic doctrine and Christian living within the school, Saint Brigid of Kildare Preschool aims to assist parents in the important task of the religious development of their children. Our teachers recognize that while parents truly are a child's first teacher, our role is to support, enrich, and nourish spiritual development. The aim of the religious program at Saint Brigid of Kildare is to help develop Christian boys and girls of strong moral character with deep religious values. The Religion Graded Course of Study, adopted by the Catholic Dioceses of Columbus, guides our daily curriculum.

Saint Brigid of Kildare's religious program helps students grow in the awareness of the multiple relationships to God, self, community, and the world. From time to time, programs and projects directed to the service of others are brought to the attention of the children and they are encouraged to participate actively and generously in these activities. Faith is not a separate entity in the life of a Catholic and must be a part of all aspects of his or her life. Therefore, faith is integrated with other subjects that teach appreciation of and respect for all racial and ethnic groups, the values of peace and justice, social awareness, and moral responsibility. Faith must help the child to relate to all people of our world, accepting their differences, and appreciating their values as children of God.

GOALS

Our goals are to plan and structure play experiences in a Catholic environment that will further enhance and facilitate growth and development for each child. We strive to:

- provide a sense of self-worth as one of God's children while enhancing self-confidence and self-esteem in all learners
- encourage each student to express him/herself as an individual through language development and creativity
- encourage students to successfully function in a group of peers through cooperation, sharing, friendship, and values
- offer experiences that support and encourage emerging literacy
- provide concrete experiences with learning activities and problem-solving
- establish an environment that nurtures and values the development of children as individuals in community with other learners
- create an environment that acknowledges and continues the natural learning process, curiosity, and enthusiasm inherent in all young children
- model a cooperative and supportive partnership between children, teachers, and parents, establishing a positive connection between home and school

These curriculum goals will be met through:

- a curriculum which is aligned to the State of Ohio's Early Learning and Development Standards (can be found at www.education.ohio.gov/topics/early-learning) using the framework of *The Creative Curriculum*© and the Catholic Diocese of Columbus Religion Graded Course of Study
- developmentally appropriate planned activities in the areas of language, math, science, social studies, religion, art, music, and motor development
- assessment using the Developmental Milestones Continuum adapted to include the area of religion
- a daily schedule plan that provides a balance of activities on the following dimensions:
 - a) Indoor/Outdoor
 - b) Large muscle/Small muscle
 - c) Individual/Group
 - d) Quiet/Active
- a staff willing to change planned activities according to the needs of children
- developmentally appropriate play materials that are arranged so children may select, remove, and replace with minimal assistance

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

Free Play - opportunities for fine motor development, creative experiences, science activities, dramatic play experiences and inside or outside (weather permitting) large motor development

Clean Up/ Quiet Time

Gathering/ Storytime/ Music- daily prayer, religion activities, finger plays, calendar/weather, language experiences, aesthetic awareness activities, songs (Christian and holiday songs included), group games, traditional children's stories, nursery rhymes, and creative music

Movement- opportunities for large muscle development

STAFF

Saint Brigid of Kildare Lead Teachers are qualified early childhood educators with extensive practical experience working with young children. Assistant teachers are chosen for their experience working with young children. All staff members are committed to professional development and attend in-service training on a yearly basis.

STAFF/CHILD RATIOS

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

- 1:8 for the 2 day classes
- 1:9 for the 3 day classes
- 1:9 for the 5 day class

ODE's standards are as follows:

- 1:12 for 3 and 4-year-olds (mixed age)
- 1:14 for young 5-year-olds

Saint Brigid of Kildare Preschool is in compliance with the standards developed for early childhood programs by the Ohio Department of Education. The ODE Early Learning and Development Standards are available for your review online at the ODE website.

ADMISSION

A child is considered eligible for this program if he/she is at least three years of age on or before September 30th and toilet trained before the start of school.

REGISTRATION AND TUITION POLICIES

STUDENTS OF NEW FAMILIES

“DEFINITION OF NEW FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION DOES NOT HAVE A STUDENT IN SAINT BRIGID OF KILDARE SCHOOL OR PRESCHOOL”

Registration

New families registering new students in Preschool - Grade 8 must submit the following:

- Completed registration application.
- Registration Fee of \$100.00 per student. The Registration Fee is **nonrefundable** and is **not credited** toward your student's tuition. Please make your check payable to “Saint Brigid of Kildare School.”

Please return the Registration Fee and a completed application online or by mail or hand deliver to:
Saint Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

ACCEPTANCE AND ENROLLMENT

Upon notification of acceptance, please submit the following:

- Acceptance Fee of \$150.00 per student for grades preschool through eighth. The Acceptance Fee is *nonrefundable*, but the amount *will be credited* toward your student's tuition. Please make your check payable to "Saint Brigid of Kildare School."
- FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form"). The FACTS Enrollment Form is included in the packet sent with the notification of acceptance. Please see below for additional information about this tuition payment plan.

Please return the Acceptance Fee and a completed FACTS Enrollment Form by mail or hand deliver to:
Saint Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Enrollment and Payment Deadline:

The Acceptance Fee and the FACTS Enrollment Form must be submitted to the school office within seven (7) business days of notification of acceptance.

- Families failing to submit the Acceptance Fee and a FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is *nonrefundable* and is *not credited* toward your student's tuition.

Tuition Payment Plan

Saint Brigid of Kildare School offers only one payment plan:

Tuition is paid through the FACTS program. FACTS handles all payment processing for Saint Brigid of Kildare School. Directions on how to establish an online FACTS tuition account will be included in the letter of acceptance.

- Families may elect to pay tuition in one lump sum, semi-annual payments, quarterly payments, or 10 or 12 monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month. All tuition payments begin in July and are paid by full in June.
- Families must send in a confirmation of the established FACTS tuition account along with the Acceptance Fee (\$200.00) within seven (7) business days of receipt of acceptance to Saint Brigid of Kildare School.

Withdrawals

The following policies apply to students who withdraw **prior** to the beginning of the school year:

- If the school is notified of the withdrawal after June 15th, monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Monthly tuition payments as of the date of withdrawal will be forfeited. Tuition will not be refunded for families participating in the FACTS program. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call the Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

STUDENTS OF RETURNING FAMILIES

“DEFINITION OF A RETURNING FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION HAS A STUDENT ATTENDING SAINT BRIGID OF KILDARE SCHOOL IN GRADES PRESCHOOL THROUGH EIGHTH.”

Re-Registration

Families will receive a Commitment Letter package in February of each year. Within seven (7) business days of receipt of the package, the family of a returning student must submit the following:

- A signed Commitment Letter. Families with multiple returning students will submit a single Commitment Letter, which covers all returning students in that family.

Please return the Registration Fee and a signed Commitment Letter by mail or hand delivery to:

Saint Brigid of Kildare School

7175 Avery Road

Dublin, OH 43017-2702

Commitment Deadline:

The Registration Fee and the signed Commitment Letter must be submitted to the school office within seven (7) business days of notification of acceptance.

- Families failing to submit a Registration Fee and Commitment Letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited one or more places, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student’s tuition.
- **Please note that the deadline for submission of the Commitment Letter and the Registration Fee is printed on the front of the Commitment Letter package.**

Deadline for Selection of Tuition Option

As of fall 2015 all tuition payments will be processed through the FACTS program. Payment methods include checking account ACH or savings account ACH.

Payment Options—can be made on the 5th or the 20th of the month:

- Lump sum payment--made in July (no FACTS processing fee)
- Semi-annual payments—made July and December (\$10 FACTS processing fee)
- Quarterly payments—made July, October, January, April (\$38 FACTS processing fee)
- 10 monthly payments--made July though April (\$38 FACTS processing fee)
- 12 monthly payments—made July though June (\$38 FACTS processing fee)

A tuition package will be distributed in April of each year. Please return re-enrollment FACTS contract to

the school office within seven (7) business days of distribution.

- Families failing to submit a completed Lump Sum Contract or a completed FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is **nonrefundable** and is **not credited** toward your student's tuition.

Please note that the deadline for submission of the completed Lump Sum Contract or completed FACTS Enrollment Form is printed on the front of the tuition package.

Withdrawals

The following policies apply to students who withdraw **prior** to beginning of the school year:

- If the school is notified of the withdrawal after June 15th, tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Monthly tuition payments as of the date of withdrawal will be forfeited. Tuition will not be refunded for families participating in the FACTS program. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call the Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

ARRIVAL AND DISMISSAL

Morning Classes -- 8:15 a.m. to 11:15 a.m.

Afternoon Classes -- 12:00 p. m. to 3:00 p.m.

Arrival

Please wait in the preschool lobby until the double doors to the preschool area are open. It is helpful if you escort your child to the cubby area to store his or her belongings before proceeding to the classroom. You may not drop the child off in the parking lot, at the school doors or expect a sibling or other child to escort him/her to the preschool room. Please do not park in the **fire lane** directly in front of the school. **Parking in a fire lane is a violation of state law.** Preschool parents should be parking in the parking lot in front of the school or in designated ‘school visitor’ spaces.

Late Arrivals

Parents arriving after 8:25 or 12:15 need to enter the school through the front door, sign in at the main office and get a visitor’s pass. Parents can then escort their child to the preschool cubby area. Parents need to return to the main office to sign out before leaving the building.

Dismissal

Children will be dismissed beginning at 11:15 a.m. or 3:00 p.m. A child will not be permitted to leave until a parent or other designated adult has come to pick him/her up. Should you have a change in pick-up plans please notify the preschool office in **writing** of the change. Any child, who plans to go home after school with someone other than the parents or appointed guardian, **must have** a permission slip signed by the parent.

For pick-up please wait in a caravan along the front sidewalk and we will walk your child to you and put them in your car. Each family will be given a “Name” sign for use in your vehicle. This sign should be visible to the teacher as you move forward in the car line. (Tip: It is helpful if you attach it to your passenger side sun visor with a rubber band and flip the visor down. It is very difficult for us to see it when lying flat on your dashboard.) Please pull forward and stop your car before buckling your child in their safety seat/seatbelt. This will facilitate a faster pick-up for everyone.

*****Please Note*****

- Our policy is to have every child dismissed by a teacher.
- The children will not be permitted to leave the school until a parent, grandparent, or other designated adult has come to get them.
- 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.
- 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 his/her ID. This is for your protection as well as ours.
- If you are unable to pick your child up due to a genuine emergency, please call the preschool office at 718-5825 ext. 244. The message will be delivered to the teacher.
- **Be sure that all of your contact people are aware of the above procedures.**
- If you have too many little ones with you and you need help, let us know beforehand and we

will be happy to escort your child into the building. **Never leave other children in the car** when you deliver a preschool child to the classroom.

- Please be extra cautious in the parking lots. Cars and parking lots can be dangerous for little children at times. Children should not be running or playing in the parking lots even if parents are present.

LATE PICK-UP FEE

Reasonable attempts must be made in order to pick up your child on a timely basis. More than three late pick-ups will necessitate the beginning of a late fee charge. After the third late pick-up, a fee of \$5.00 per every 10 minutes will be charged for the amount of time that the parent is late. This fee is payable immediately to the staff person who has been required to stay with and supervise your child.

DRESS CODE

The purpose of the dress code is to minimize influences that distract from the goals of the school and to limit competition among students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste. Uniforms are required for preschool. The uniform is as follows:

Boys:

- **Pants**-navy blue dress uniform trouser. No contrasting stitching or outside patch pockets. Corduroys are not permitted.
- **Shirts**-White knit pullover with collar or white oxford cloth button-down collared dress shirt. Shirts may either be long or short sleeves. No logos on shirts. A white turtleneck may also be worn but only under a sweater vest or approved sweatshirt with the school crest embroidered only. Only white undershirts may be worn under white shirts. **NO LOGOS ON SHIRTS.**
- **Sweatshirts**-Dark green crew neck sweatshirt with school crest embroidered on the left chest. ***No other sweatshirt or emblem will be acceptable. Front zip fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.***
- **Sweater**-Hunter green acrylic crew neck pullover, V-neck vest or cardigan letter sweater with school crest on left chest.
- **Shoes**- ***Brown, black or navy dress shoes. Tennis shoes that are solid white or solid black or a combination of white and black. Silver and gray can appear on athletic shoes only as a slight border or outline. No boots, cloth tennis shoes, crocs or shocks. Shoelaces must be the same color as the shoe. No flashing or light-up shoes.***
- **Socks**-White crew socks. Navy blue or black crew socks may be worn with pants.
- **Shorts**-Navy blue walking shorts worn with white socks and white knit pullover shirt. Shorts may be worn August –September 30th and May 1st through the end of school.
- **Belt**-No belt is required in preschool.

Girls:

- **Jumper**-Blue and green plaid keyhole jumper. School crest on left shoulder panel. Must touch the top of the knee.
- **Blouse**-White peter pan collar or white oxford cloth button-down collared dress shirt. Shirts may either be long or short sleeves. No logos on shirts. A white turtleneck may also be worn but only under cardigan crew neck sweater, approved sweatshirt with the school crest embroidered only or jumper. White knit pullover with collar (either long or short

- sleeves) may only be worn with shorts or pants. Only white undershirts may be worn under white shirts. No lace or eyelet trim is allowed either on the blouse or knit shirt.
- **Pants**-Navy blue twill with no contrasting stitching or outside patch pockets. Corduroys are not permitted.
 - **Sweatshirts**-Dark green crew neck sweatshirt with school crest embroidered on the left chest. *No other sweatshirt or emblem will be acceptable. Front zip fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.*
 - **Sweater**-Hunter green acrylic crew neck pullover or cardigan letter sweater with school crest on left chest.
 - **Shoes** – *Brown, black or navy dress shoes. Saddle shoes with white and navy or black. Tennis shoes that are solid white or solid black or a combination of white and black. Silver and gray can appear on athletic shoes only as a slight border or outline. No boots, cloth tennis shoes, crocs or shocks. Shoelaces must be the same color as the shoe. No flashing or light-up shoes.*
 - **Socks**-White or navy knee socks with jumper. Plain white, navy or black opaque tights may also
 - be worn with the jumper. Navy blue crew socks may be worn with pants. White crew socks may
 - be worn with shorts. White crew socks may also be worn with the jumper in September and
 - May.
 - **Shorts**-Navy blue walking shorts (cuffed) worn with white crew socks and white knit pullover shirt, peter pan collared blouse or white button-down oxford cloth shirt. Shorts may be worn August –September 30th and May 1st through the end of school.
 - **Belt**-No belt is required in preschool.

*Boots may be worn to and from school in inclement weather. Uniform shoes must be worn during school hours. Please buy boots that children can put on by themselves making sure that zippers, buttons and snaps are in good repair and easily maneuvered by young fingers. Tennis shoes are preferred for safety during outdoor play and are required for gym days.

Good grooming is expected. Hair should be kept clean and cut in a manner that is appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be *above the collar and off the ear*. No etching is permitted. Neither girls' nor boys' hair may cover the face or eyes. *Bangs must be at or above the eyebrow*. Trendy or unusual hairstyles are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. Hairbows and headbands must be subtle (small; no characters). The director will make the final decision concerning any issue regarding the length of hair.

DISCIPLINE POLICY

The word “discipline” stems from the word “disciple” meaning one who teaches. We view discipline as a way of teaching children to development and maintain self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will.....

- encourage the children to use their words.
- use positive suggestions.
- emphasize desirable aspects of behavior.
- model desirable aspects of behavior.
- use routines and a consistent schedule as a teaching tool.
- give children opportunities to make choices when appropriate.
- offer choices only when there is a choice.
- set developmentally appropriate limits or boundaries.
- explain reasons behind expectations.
- use a variety of methods to communicate expectations.
- model desirable aspects of behavior.
- use their voice as a teaching tool.
- be consistent.
- laugh with a child, not at a child.

Teachers will STOP any activity that endangers the child or endangers another child physically, mentally or emotionally and any activity that is destructive to materials or equipment. A child may be separated from the group when he/she is unable to control his/her behavior and if that behavior infringes on the rights of others.

We **never** use corporal punishment, nor do we ridicule or humiliate a child. No child shall ever be left alone or unsupervised. Children will be within sight and hearing of an adult at all times.

Discipline will be fair, immediate, and consistent. We will let the child know that it is the action that is unacceptable, not the child. Problem solving skills will be introduced and redirection to another activity may be necessary. If a child poses a safety hazard to other children or to the staff because of violent or other unacceptable behavior, the director has the right to dismiss the child from the program.

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 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.

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

ILLNESS POLICY REGARDING THE MANAGEMENT OF COMMUNICABLE DISEASES

A child who shows any signs of illness with any of the following signs or symptoms of illness shall be immediately separated from the group, isolated and supervised until a parent or guardian arrives. These symptoms include:

- Diarrhea
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stools
- Stiff neck
- Evidence of lice, scabies or other parasitic infestations

A child with any of the following signs or symptoms of illness will immediately be 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 isolated child shall be carefully watched for these symptoms and any others that may present:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

CHILDREN SHOULD NOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED ABOVE. If, upon arrival, any of the above symptoms are observed by the preschool staff, the child will not be admitted to class and will be sent home.

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 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 school office for guidelines if uncertain.

Please notify the preschool office if your child will be absent at 614-718-5825 ext. 244. 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 in writing when their child's class has been exposed to a contagious disease.

CUMULATIVE RECORDS/ HEALTH IMMUNIZATION POLICY

Cumulative records will be kept on file for each child with the following information secured before the first day of class: name, date of birth, address, name and emergency contact information for parents or guardians, contact information for two emergency contacts in the event a parent cannot be reached, health records, and authorization for permission to transport in the case of an emergency. Health records and all immunizations must be current as stated in ODE's 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, physician's assistant, clinical nurse specialist, or certified nurse 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

The 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 school hours, 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. If it is necessary that a medication is administered, a written record is kept for each dose along with the date and time of each dose. This log is kept in the bag with the medication. Medications are stored in the class backpack that travels with each class throughout the building and on the playground and are not accessible to children.

MEDICAL AND DENTAL EMERGENCY PLAN

If a child appears to be mildly ill while at preschool ('mildly ill' meaning a child who is experiencing minor common cold symptoms or a child who is not feeling well enough to participate in activities) this child will be observed carefully for any signs of worsening condition.

If a child becomes ill while attending preschool the parent or legal guardian will be notified immediately, by phone, of the situation. The child will be isolated, comforted and cared for in the nurse's office or the preschool office until a parent or guardian arrives to take him/her home. The child will be provided a cot and observed carefully for worsening conditions and discharged to the parent or guardian as soon as practical.

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.

If a child is injured while attending preschool and requires first aid or any emergency treatment, a written 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. The preschool office will

maintain a written log of all completed incident reports.

It is very important that every parent maintains 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.**

Hand washing is a learned skill that becomes habit with practice. Children wash their hands upon arriving at school, before eating snack, often after eating snack, after toileting, and after playing outdoors. Hand washing should be with vigor and intention and should last for at least the time it takes to sing 'Happy Birthday' two times. Children are reminded to keep their hands and toys out of their mouths, noses and eyes. They are encouraged to use and to discard tissues. They are also encouraged to cough into their elbow whenever possible to reduce that chance of spreading germs.

STUDENTS WITH LIFE-THREATENING ALLERGIES

Saint Brigid of Kildare Preschool strives to provide a safe environment for students with life-threatening allergies. Parents should notify the preschool director of any life-threatening allergy **prior to** 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 and the administration of medications.

HEALTHCHEK

All ODE licensed preschools in Ohio are required to provide information about the HEALTHCHEK Program to **all** preschool families. Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (ESPDT) service package. Children enrolled in Medicaid are required to participate in this program. Please [CLICK HERE](#) for more information.

INSPECTIONS

Saint Brigid of Kildare Preschool is subject to fire, health, and building inspections. Inspections are also made by the Department of Education to assess compliance with state regulations regarding all aspects of program operations. Copies of the reports and inspections are posted at the entrance to the preschool office and are also available from the preschool office upon request.

GRIEVANCE PROCESS

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

1. Talk to the teacher about the concern. If the issue is not resolved:
2. Talk to the program director. If the issue is not resolved:
3. Meet with the teacher and the program director to work out a plan that is acceptable to all parties. If the issue still is not resolved:
4. Call ODE with the number that is listed on the license posted outside the director's office.

SUSPECTED ABUSE AND NEGLECT

Any staff member suspecting an incident of abuse or neglect is required by law to notify the local children's protective services agency.

SAFETY POLICY

- 1) A staff member in charge of a child or group of children shall be responsible for their safety.
- 2) No child shall ever be left alone or unsupervised. Children will be within sight and hearing of an adult at all times.
- 3) In case of an emergency a staff member will contact a parent or other designated contact person.
- 4) In the event of an extreme emergency, a staff member will use the preschool office phone to call 911 or Poison Control or call the school office for assistance.
- 5) Every child **must** have an emergency authorization form on file in the office.
- 6) The use of aerosols is prohibited when children are in attendance.
- 7) Fire drills will be held monthly and tornado drills are conducted from April through May. Each room in the building has a posted plan for evacuation.
- 8) For fire drills or other emergency procedures, each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner. During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall.
- 9) A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations. If evacuation to another location is necessary, the students and teachers will proceed to Saint Brigid's Green or if necessary to Karrer Middle School. Parents will be directed to follow the instructions that will be shared via phone and e-mail through the SchoolReach Alert System. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.
- 10) The preschool has on hand, at all times, a first-aid kit. Staff members are required to complete in-service training in first-aid, child abuse recognition and prevention, and in the prevention, recognition, and management of communicable diseases.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrator are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio and newspaper (when applicable). In the unusual circumstances when school must be canceled during the school day, teachers and office staff will determine that all students have satisfactory transportation. Parents/guardians must arrange for proper supervision of the released student.

School closings will be announced on:

Radio: B97, WMNI/WBZX, WSNY, WTVN, WNCI, WCOL, WZAZ, WFII

TV: WBNS, WCMH and WSYX/WTTE

Please note: Saint Brigid of Kildare will be announced separately from the schools of the Catholic Diocese of Columbus. We will not always go out with Columbus diocesan schools. WE WILL ALWAYS BE OUT WITH DUBLIN PUBLIC SCHOOLS.

If Dublin announces a two-hour delay, there will be no morning preschool classes for that day.

Parents will also be notified via an emergency contact system called *School Messenger*.

PARENT PARTICIPATION

Parent interest and involvement is important to a child's growth and development in school. Therefore, we encourage you to be involved in your child's preschool experience in any of the following ways:

1. You are welcome to observe your child quietly through the cubby area. Please hold any conversations with fellow parents outside the preschool area. We prefer that you wait until class has been dismissed if you have questions concerning anything that you observed.
2. Check the calendar for special activities.
3. We welcome the sharing of your special talents in storytelling, art, music, sewing, carpentry, gardening, etc. If you are available to share your talents or would be able to volunteer in a classroom, please let us know. Your child will enjoy it too!
4. Important announcements are posted on the parent board in the outside lobby. Please check it frequently. If you are in a carpool, please communicate timely information with the other parents.

VOLUNTEERISM

Volunteers can participate in many ways. We welcome and deeply appreciate parent involvement. When volunteering, all volunteers must sign in at the school's main office when they arrive for the activity.

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.

Saint Brigid of Kildare 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. At Saint Brigid of Kildare Church, “Best Practice” policies have been established to ensure the safety of our children in every parish and school activity. Our Safe Environment Program was designed for the protection of our children.

With that in mind, ALL VOLUNTEERS 18 years of age and older (Athletics, Club Sports, Nursery, School, Scouts, Religious Education, High School Youth Ministry and all other programs involving children) who have “care, custody or control,” or regular supervised or unsupervised access to children must complete parish approved procedures prior to the first day of volunteering:

<http://www.stbrigidofkildare.org/safe-environment/>

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.

RED ALERT

Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the sixteen public school districts of Franklin County – Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plain Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City – members of the Educational Council, plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If a Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

WITHDRAWAL

We expect that your child will be enrolled for the entire school year. If you intend to withdraw your child from preschool we ask that you give at least **two weeks written notice** to the director prior to leaving. This allows us to inform the next family on the waiting list. This written notice is in addition to the withdrawal conference that must take place with the preschool director, school principal or the Pastor (as required by the admissions policy.)

GENERAL INFORMATION

Tote Bags

Tote bags are provided for each child attending Saint Brigid of Kildare Preschool. No other type of book bag is permitted. Keychains and other trinkets on the tote bag should be avoided.

Clothes and Personal Belongings

Label all your child's personal belongings, including hats, jackets, gloves and sweaters. Children will have identical items! We cannot be responsible for lost articles. If your child misplaces an article, please check with the teacher.

Parent Roster

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

Photographing and Video Taping

Children are photographed and occasionally videotaped for educational and evaluative purposes. These photographs and videos may occasionally be used for teacher training at educational conferences on the local and state levels. Parents must consent and a signed release form is kept on file in the preschool office.

Snacks and Birthdays

Parents will participate by providing a daily snack for their child throughout the school year. **We recommend that these snacks be nutritious, healthful, and of a quantity that is appropriate for a light snack.** Some suggested snacks are fruit slices, nutritious cookies or granola bars, carrot and celery sticks, cheese and crackers, pretzels, shaped crackers, graham crackers, mini-muffins, etc. Water will be offered as a beverage. **If your child has a special dietary need or food allergy, the staff should be made aware prior to the first day of school.**

Sugary snacks should be limited to birthdays and holidays. Birthdays are important to all of us! We are delighted to celebrate your child's birthday during our regular snack time. We will provide a special birthday snack for your child. (It is not necessary for you to send a snack for a birthday celebration.) Birthday celebrations are planned as close to your child's birthday as possible. Summer birthdays will be celebrated as appropriate. All students are invited to have a **BIRTHDAY SPECIAL DRESS DAY.** (Students may choose to dress up or dress down.) Your child's **BIRTHDAY SPECIAL DRESS DAY** will coincide with his/her birthday celebration.

Parent/ Teacher Conferences

Parent/teacher conferences will be scheduled in the fall and spring to discuss each child's progress. A conference may be scheduled at any other time during the year by request of the parent or teacher. Parents are encouraged to communicate with teachers throughout the year. However, please refrain from "conferencing" with teachers at drop off time or when picking up your child each day. Please send a note or call the preschool office to request a phone call from the teacher. It is very helpful for us to know of any special stresses in your child's life (a birth, a death, separation, death of a pet, etc.). This information helps us to be more responsive to your child's feelings and needs.

Conflict Resolution

To ensure privacy when parent-to-parent, parent-to-child, or child-to-child conflict situations arise, discussions with the parties involved will be held in the director's office. Having such discussions in or near the classroom would be inappropriate and could compromise confidentiality in the situation.

Custodial Rights

All documents pertaining to custodial rights must be in the child's school file. These documents include Temporary Orders, Final Orders, Restraining Orders, Protective Orders, and Guardianship Papers. It is the responsibility of the custodial parent (or the residential parent in Shared Parenting Agreements) to provide the preschool with all pertinent documents. In the absence of a Court Order directing the administration to perform a given act or in the absence of direction from the proper authorities, the administration of the school will decline involvement in matters regarding custodial rights.

Art Materials

Most often we use washable paints so that spills and splatters will wash out with pre-soaking and other pretreatment. Occasionally, however, paint may be used that is permanent. The preschool provides art smocks for paint and water play and children are encouraged to wear the smocks.

Change of Clothing

We keep a supply of spare uniforms parts on hand if a child need to change his/her clothes while at school (water spill, mud puddle, toileting accident, etc). We ask that these lent uniforms are laundered and returned to us in a timely fashion. If it is a toileting accident, we will provide a new previously unworn pair of underwear for your child to wear for the remainder of class. We ask that you return to us, also in a timely fashion, a clean, previously unworn pair in the same size to replenish our stock. This will help to keep things as sanitary as possible.

Parent Information Required by OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Education. The current license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing preschools are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian must sign in at the main office.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent who does not give consent for their contact information to be shared with other parents.

The licensing record including licensing inspection reports, complaint investigation reports and evaluation forms from the building and fire departments, is available for review in the preschool office.

It is unlawful for the facility to discriminate in the enrollment of children based upon the race, color, religion, sex or national origin or disability in violation of the Americans With Disabilities Act of 1990, 104 Stat. 32, 42 U. S. C. 12101 et seq.