



SAINT BRIGID OF KILDARE  
Preschool

# Parent Handbook

## 2024-2025

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

# Saint Brigid of Kildare Preschool Directory 2024-2025 School Year www.stbrigidofkildare.com

**Hillary Bell - Director**

E-mail address- ms.bell@stbrigid-school.org  
Preschool Office Phone Number----614-718-5825 ext. 244  
Preschool Office Hours-Monday-Friday----8:00 a.m. to 4:00 p.m.

**Kathy O'Reilly - School Principal**

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

**Lead Teachers:** Susan Adorno, Mary Curtin, Jodi Greco, Kris McKenna

**Teaching Assistants:** Cheryl Hohlefelder, Angela Lyons, Jennifer Matthews, Tracy Nider, Leila Ulrich, Renee Walker

## Sessions

Mornings	8:15 a.m. to 11:15 a.m.
Afternoons	12:15 p.m.. to 3:15 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 & PHILOSOPHY**

At Saint Brigid of Kildare Preschool, we nurture the whole child through cognitive, social, emotional, spiritual and physical development. Our mission is to provide a Catholic education rooted in faith, independence, and community that prepares our students for success as they grow into life- long learners and dedicated disciples of Christ.

## **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 emergent 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](http://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.

## 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.)

# REGISTRATION AND TUITION POLICIES

Please see the following page on our school website for our registration, admission, wait list, and tuition policies.

<https://stbrigidofkildare.com/admissions/>

## ARRIVAL AND DISMISSAL

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

Afternoon Classes -- 12:15 p.m. to 3:15 p.m.

### Arrival

Parents will remain in the car. A teacher will come and assist your child out of the car. Students will be directed to the appropriate class line-up spot with their teacher. Once all students have arrived they will enter their classroom.

### Late Arrivals

If you are late to drop off your child at preschool, you will need to park and go to the front office of the school building. You will wait in the vestibule and sign your child in. A preschool staff member will come and get your child and take them to their classroom. Please do not come to the classroom doors. Teachers will not be answering the doors for late arrivals. You must go to the school office.

### Dismissal

Children will be dismissed beginning at 11:15 a.m. or 3:15 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. 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.
- 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 trousers
- 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 1<sup>st</sup> 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 a 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 or black leggings may be worn in lieu of tights. 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 1<sup>st</sup> 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 develop 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  
UPDATED 2/28/2023**

Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs. Please follow the guidelines below to help keep our school safe and healthy.

If your child shows these signs of illness, they must remain home (or will be sent home from school):

**Fever** - Fever is defined as having a temperature of 100.0 F or higher. A student needs to be fever free for a minimum of 24 hours without the help of fever reducing medication before returning to school.

**Diarrhea, Stomach Ache and/or Vomiting** - Students must remain home for 24-48 hours after stomach ache, diarrhea, and/or vomiting has stopped. The student should be feeling better and food intake has returned to normal before returning to school.

**Difficulty Breathing** - Students should stay home until he or she is feeling better and activity level has returned to normal.

**Sore Throat** - Students should stay home if he or she complains of a sore throat or has a red throat, swollen glands, or difficulty swallowing.

**Red Eyes and/or Eye Discharge** - Students should stay home until recovered or seek evaluation by a healthcare provider.

**Loss of Taste and Smell** - Students should seek medical evaluation.

**Uncontrolled cold symptoms that interfere with the student's ability to learn (e.g. persistent coughing and/or persistent/active runny nose)** - Students should stay home until symptoms are improving and can participate in class.

**Undiagnosed Rash** - Students should seek evaluation by a healthcare provider.

**Other Symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache and are not able to participate in class should stay home (or will be sent home) until recovered or seek evaluation by a healthcare provider.

\*If your child has suspected or confirmed COVID-19 infection, please follow up with your child's healthcare provider and follow recommendations regarding testing and/or masking. Students who test positive for COVID-19

may return to school when cleared by their healthcare provider.

### **Communicable Diseases**

Please report to the school (nurse) if your child has a communicable disease, defined as a disease that can be passed from one person to another. Examples include but are not limited to upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye, vomiting and/or diarrhea, and skin infections.

Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider.

Before your child returns to school after an illness, please email the preschool office AND the school nurse with the following: your child's symptoms, the date symptoms started, and the best contact number for parent/guardian.

If your child sees a healthcare provider for any illness, please provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school.

In the event a child becomes ill during the school day, the parent(s)/guardian(s) will be called. If the parent(s)/guardian(s) cannot be reached, the emergency contact will be called. Student(s) should be picked up within 30 minutes of notification.

**Please notify the preschool office if your child will be absent by emailing Hillary at [ms.bell@stbrigid-school.org](mailto:ms.bell@stbrigid-school.org).** 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 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 a habit with practice. Children wash their hands upon arriving at school, before eating snacks, often after eating snacks, 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.



## HEALTHY START

All ODE licensed preschools in Ohio are required to provide information about the HEALTHY START Program to all preschool families. Healthy start 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 email 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 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 email, text message, and phone call. 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 email, phone call, and text message via FACTs

### **SCHOOL SAFETY DRILLS**

Fire drills and tornado drills are conducted regularly throughout the school year. Detailed escape plans are posted inside the door of each classroom.

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. For fire drills or other emergency procedures, each class has an escape route to an outside area a safe distance from the building.

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 St. 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 email through the school communication system. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.

### **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 your child's Bloomz page. Please check it frequently. If you are in a carpool, please communicate timely information with the other parents.

### **VOLUNTEERISM**

#### **Visitors**

Parents and other visitors are welcome and encouraged to visit the school. State law requires all visitors, including parents, to report to our school office upon entering the building. Upon entering the building, parents and

visitors must each sign in at the school office and receive a yellow visitor badge to wear throughout the visit. Upon departure, each visitor must sign out in the school office. Visitors wishing to observe a particular classroom must coordinate the school in advance so that appropriate arrangements may be made with the teacher(s.)

## Volunteerism

Saint Brigid of Kildare School requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to Fast Fingerprints ([www.fastfingerprint.com](http://www.fastfingerprint.com)).

Please use the Diocesan form found on our parish website at [www.stbrigidofkildare.org/safe-environment](http://www.stbrigidofkildare.org/safe-environment).

Results will be sent electronically to the Diocese of Columbus and then to Saint Brigid of Kildare. This is required regardless of previous fingerprinting by your employer.  
A clear record is required for volunteering.

Different kinds of knowledge, skills, interest, and experience are required to provide a well-rounded education for your children. Volunteers can participate in many ways by reinforcing skills, monitoring small groups of students, assisting in the Media Center or technology lab, and helping with the many planned activities and committees of Home and School. We welcome and deeply appreciate parent involvement.

A volunteer application form can be found on the parish website at [www.stbrigidofkildare.org/safe-environment](http://www.stbrigidofkildare.org/safe-environment)

Please note that all volunteers are required to take Protecting God's Children training, complete a background check, complete the volunteer application form, and sign the volunteer code of conduct prior to volunteering with children. Please refer to the Safe Environment section of this handbook for further details.

### Volunteer Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth at Saint Brigid of Kildare Parish.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities, ensuring that two-deep ministry is a standard practice.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

### 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/>

## **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 canceled 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.

## 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.

### School Family Online Directory

Class rosters with the child's name, parents' names, address, and telephone number are compiled each fall. 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 Videotaping

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 should be sent in a water bottle labeled with your child's name. Water only please. **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. 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. Parents will be asked to send in an old t-shirt for students to wear as a smock for messy art projects. This will be kept in their crate.



### Change of Clothing

We keep a supply of spare uniform parts on hand if a child needs 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.

Addendum 1

## 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.

### **Amendment Statement**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

### **Acknowledgement Statement**

I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

### **Acknowledgement of Risks**

We, the parent(s) and student who are signing this student handbook for St. Brigid of Kildare School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function. By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours We do hereby accept and assume sole responsibility for any illness acquired by

student or parent(s) while at the School/parish or at any School/parish function.