



## TABLE OF CONTENTS

About our Teachers.....	p. 1-2
Welcome .....	p. 3
Philosophy.....	p. 3
Mission Statement.....	p. 3
Program Objectives.....	p. 3
Transition Policy .....	p. 4
Admission/ Withdrawal Procedures.....	p. 4
Order of Enrollment.....	p. 5
Tuition and Fees.....	p. 5
Transportation .....	p. 6
Daily Schedule.....	p. 7-8
Snacks & Birthday Treats / Show and Tell.....	p. 8
Clothing.....	p. 8-9
Toys.....	p. 9
Health and Safety.....	p. 9
Emergency Medical Form Information.....	p. 9
Medications.....	p. 9
Communicable Disease.....	p. 9-10
Child Abuse.....	p. 10
Field Trips.....	p. 10
Parental Involvement.....	p. 11
School Closing.....	p. 11
Parent/Student Responsibilities.....	p. 12
Family Custody Situations.....	p. 13-15
Discipline / Behavior Management.....	p. 14-15
Student Referral.....	p. 15
Absenteeism.....	p. 15-16
Cumulative Records.....	p. 16
Parent/Teacher Conferences.....	p. 16
Written Description Of Community Resources .....	p.17
Parent Group Information.....	p.17
Developmental and Health Screening Information.....	p.18
Written Description Of Annual Survey Process.....	p.18

Reference material for medicaid is attached at the end of the handbook

## **St. Joseph Preschool**

**Pastor:** Father Timothy J. O'Connor

**Principal:** Mrs. Amy Makruski

### **Five Day Program**

**Teacher:** Mrs. Bethann Calabrese

**Teacher Assistant:** Mrs. Dawn Huston

### **Three Day Program**

**Teacher:** Mrs. Dawn Huston

**Teacher Assistant:** Mrs. Amanda Wilkinson

### **About Our Teachers:**

**Mrs. Bethann Calabrese** resides in Lorain, Ohio with her husband, Lou. She received her B.A. in Elementary Education from Lake Erie College and has done additional coursework at Akron University and Ashland College. Mrs. Calabrese is state certified in Preschool and Elementary Education with required courses for Preschool teachers. These courses include required training in First Aid, Communicable Disease, and Child Abuse Recognition and Prevention.

Mrs. Calabrese has thirty eight years of teaching experience with assignments in preschool through eighth grade. Before accepting her teaching position at St. Joseph's Preschool, she was director of Merrick House Preschool Day Care Center in Cleveland, Ohio.

In her free time, Mrs. Calabrese enjoys horseback riding, swimming, and traveling. Mrs. Calabrese also jogs and enjoys riding her bike while her husband trains for the Boston Marathon. She is enjoying spending time with her great niece Maya and great nephews Sean, Joshua, and Jase.

**Mrs. Dawn Huston** resides in Amherst, Ohio with her husband, Andrew. I have 3 children Nicholas, Michael and Benjamin. And I am looking forward to becoming a Grandma very soon. Mrs. Huston attended the University of Akron for Commercial Art and Graphic Design and is a graduate of Ashford University with an Early Childhood Education degree. This will be her fourth year teaching Preschool here at Saint Joseph school and her twelfth year at Saint Joseph. She is trained in First Aid, AED, CPR, Child Abuse Recognition and Prevention and Communicable Diseases. Mrs. Huston has earned her Religious certification and will be starting her twelfth year teaching Religion.

Mrs. Huston is a parishioner at St. Peter's Church in Lorain. She has worked at Community Health Partners in Lorain as a medical secretary. In her free time, she enjoys spending time with her family, walking her dogs, and drawing.

**Mrs. Amanda Wilkinson** resides in Lorain, Ohio with her husband, John. I have 3 children Nick (9), Cole (6), and Bella (5). I received my Bachelor's degree in Middle Childhood Education from Bowling Green State University. I am a licensed Teacher's Assistant through the Ohio Department of Education. I hold all the required certifications for a Teacher's Assistant License including, Adult and Pediatric First Aid/CPR/AED, Child Abuse Recognition and Prevention, Communicable Disease, and Virtue.

I am an active parishioner at St. Joseph Parish. As an individual, I LOVE to run...as a mom, I LOVE watching my children on the baseball field, football field, and dance stage...as a family we LOVE to travel with our camper and just spend time together!

## **WELCOME**

It is a pleasure to work with you in one of your child's first school experiences. Please read this handbook with care. It contains important information you will need to know as a parent of a child enrolled in St. Joseph Preschool Program. It contains the answers to many of your questions. If the information you seek cannot be found here, please feel free to ask your child's teacher or teaching assistant. They will be more than happy to answer any of your questions.

## **PHILOSOPHY**

The St. Joseph Preschool strives to provide the young child with a creative learning environment in an atmosphere of Christian love and concern. Learning experiences and play activities encourage spiritual, intellectual, social and physical growth. Saint Joseph Preschool staff will treat each child as a unique creation of God and develop learning and play activities according to the needs, interests, and abilities of each child through quiet and active play.

## **MISSION STATEMENT**

The mission of saint Joseph Parish School is to provide rigorous curriculum rooted in faith in an environment that fosters self-reliance. Students are immersed in social justice teachings and 21st century learning to help them achieve their maximum potential.

## **PROGRAM GOALS**

It is the purpose of St. Joseph Preschool to allow each child:

- to develop a positive self-image and acknowledge his/her worth
- to become aware of the fact that he/she is a child of God and will grow in His love
- to develop a positive attitude toward school and a desire to learn
- to develop and increase basic self help and social skills
- to enjoy being a part of a group and begin to accept the need to share and cooperate
- to respect the rights of others and learn appropriate ways to defend his/her own rights
- to foster growth in Social/Emotional development, Intellectual development, and Physical domains
- to develop positive relationships with children and their families
- to provide learning experiences that meet the children's needs

## TRANSITION POLICY

At Saint Joseph Preschool our aim is to support smooth transitions based on your child's individual needs. Our goal is to have the parents feel secure that their child is in a safe, happy, nurturing, and appropriate learning environment. Open communication between teachers, and parents is key for a successful transition. A parent information meeting, before the start of the preschool program, will provide needed instruction and support to make your child's transition go smoothly. Another parent meeting will take place at the second conference to discuss your child's transition into Kindergarten.

To ensure a smooth transition, we aim to . . .

- \* develop your child's self help skills, along with fine and gross motor skills
- \* develop your child's ability to follow simple directions and daily routine
- \* develop positive social interaction with peers and teachers
- \* keep the lines of communication open between teachers and parents throughout the entire transition process

### **Transition from 3 day to 5 day program**

- \* further develop social skills, language and literacy, math, and physical well being and motor development
- \* assess the ability of the child to develop the best practices for the child to learn

### **Transition from one of the 4 year old programs to Kindergarten**

- \* to prepare the child for a successful Kindergarten experience by continuing to support them socially, emotionally, and academically
- \* to provide the child with Prekindergarten experiences and knowledge to prepare them to have a successful Kindergarten experience

## ADMISSION/WITHDRAWAL PROCEDURES

**To be eligible for the four- year- old classes, your child must be four years old on or before August 1st of the enrollment year.**

All children must be completely toilet trained, both day and night, and **self-sufficient in the bathroom**. Children are not allowed to wear pull- ups in school. Teachers are not allowed to physically help your child in the bathroom. Teachers may help your child with their zippers and snaps outside of the bathroom.

For withdrawal, a two-week written notice is requested. This request should be delivered to the school office by the parent. If a child is withdrawing from Saint Joseph Preschool, parents may request a child's records to be released to a new center, school district, or themselves with written request.

**ORDER OF ENROLLMENT:**

1. Those presently enrolled in St. Joseph Preschool.
2. Families with children currently enrolled in St. Joseph School.
3. Parishioners of St. Joseph Parish, Amherst.
4. Non parishioners from other parishes or other faiths.

**Each child must have completed and on file before admittance to school:**

1. A registration form
2. An Immunization and Physical Examination Record
3. Emergency Medical Authorization Form (Persons notified when parents cannot be reached must live in the immediate Amherst area).
4. An authorized pick-up form (who is and is not allowed to pick up your child)
5. New students will need a copy of their Birth Certificate and Baptismal Certificate (if not baptized at Saint Joseph Parish). Returning students should already have one on file if they turned one in last year. If your child has not been baptized, this is not required.

**Registration for the following scholastic year will be done in late January or early February.**

**PRESCHOOL TUITION AND FEES**

**Registration Fee:** \$75.00 (Non-Refundable)

**Tuition: Four year old - Wednesday, Thursday, Friday Afternoons**  
\$1,420 per year

**Tuition: Four year old - Monday, Tuesday, Wednesday, Thursday, Friday Mornings**  
\$2,400 per year

The tuition is the same for parishioners and non parishioners.

You should have received a letter from the school office concerning your tuition payment plan. If you have not received this letter, please contact the school office (988-4244). It is expected that tuition be paid promptly on your previously agreed due date. If you need additional help with FACTS MANAGEMENT, please go to the link on our website [sjsamherst.org](http://sjsamherst.org) and then click on customer service under FACTS MANAGEMENT. If your question is not able to be answered then please call Saint Joseph's School office at 440-988-4244.

**As always, we will continue to work with families should special circumstances or "hardship cases" arises during the school year.**

## **TRANSPORTATION -- Drop Off and Pick Up of Children**

**Morning Session (5 day a week program): 8:30 - 11:00 a.m.**

**Afternoon Session (3 day a week program): 12:15 - 2:45 p.m.**

1. Children enter and leave through the preschool entrance.
2. Drop off will begin at 8:20 a.m. (morning session) and 12:05 p.m. for (afternoon session) Classes will begin promptly at 8:30 a.m. and 12:15 p.m. Please make sure your child arrives on time. The children miss classroom activities if they are late.
3. Dismissal will begin at 11:00 a.m. and 2:45 p.m. If you have a conference with the teacher, please park your car in the parking lot by the church.
4. Cars should form a single line in the drop off area near the preschool, heading down the hill from Cleveland Street. The first five cars in line should walk their child(ren) into preschool while the other cars wait in line for their turn. Please be mindful that others are waiting to drop off. If you know that you will be more than just a couple minutes, please remember to park by the church and walk your child to the preschool door.
5. Parent or authorized escort needs to walk the child to the entry way and sign the child in.  
**Authorized escorts need to be at least 18 years old for drop-off and pick-up.**
6. Teacher or teacher assistant will take the child into the classroom.
7. Parent or authorized escort will pick the child up inside the entry way.

Parents and authorized escorts can help maintain the traffic flow by keeping conversations brief **Please, remember u-turns are not allowed. Please exit by the church. Traffic flow should always proceed north towards the church. Please, exit by way of Terra Lane.**

### **PLEASE NOTE:**

**Please be prompt in picking your child up at the end of the session. If you know you will be late, please call the school. Ten minutes after dismissal time, the persons on your emergency form will be called to come for the child. If your child is enrolled in extended day a teacher, will walk him/her to the extended day room.**

**Calendar:** The preschool follows the St. Joseph School Calendar, with the exception of the beginning and ending dates.

Four-year-old classes will start in late August.

The last week of classes for preschool will be the end of May.



Class Days:

**Morning Session:** Monday, Tuesday, Wednesday, Thursday, Friday

**Afternoon Session:** Wednesday, Thursday, Friday

**DAILY CLASS SCHEDULES:** Times may vary due to activities.

**Four-Year-Old Classes:**

8:20-8:30 and 12:05-12:15 Drop off time. Please sign your child in, if they go to Extended Day please inform their staff of who will be picking up your child.

8:30-8:45 and 12:15-12:30 Children learn and complete morning routine tasks, and participate in a guided learning activity.

8:45-9:10 and 12:30-12:55 Morning Meeting. Children will learn the schedule for the day, we will go over the days of the week, names of the month, upcoming holidays, counting skills, the Pledge of Allegiance, monthly prayer, and show and tell.

9:10- 9:35 and 12:55-1:20 Children will be guided through numerous learning activities to practice needed Language Arts, Mathematics, Science, Social Studies, and Art skills.

9:35-9:50 and 1:20-1:35 Music. Children will be taught numerous songs and creative movement activities.

9:50-10:10 and 1:35-1:55 Children will participate in Religion class.

10:10-10:40 and 1:55-2:25 Children will play in interest play centers and work together to complete cleaning up task.

10:40-10:55 and 2:25-2:40 Children will learn finger plays and participate in story time.

10:55-11:00 and 2:40-2:45 Children will learn and complete end of the day routine.

11:00-11:10 and 2:45-2:55 Children will be picked up by a person on their authorized pick up list.

**Four Year Old Morning Class: (5 day a week)**

For those attending the five day morning session the children will participate in an enrichment activity or a review of weekly skills learned. This will be done every Friday.

Music will be every Wednesday with Mrs. Whiteman

Gym will be every Friday with Mrs. Calabrese

### **Four Year Old Afternoon Class: (3 days a week)**

Music will be every Wednesday with Mrs. Whiteman

Gym will be on Thursday or Friday depending on the availability of the gym

**Reminder:** Please park your car in the parking lot by the church when conferring with the teacher before and after school.

**Snacks:** Children should come to school having eaten a good breakfast or lunch. A snack will be provided by the room mothers on special occasions. Room mothers will contact parents for needed help. On all regular Preschool days the children will be given a water break. Birthday treats may be brought to preschool in a wrapped or sealed bag to be sent home, due to allergies. Thanks so much for your cooperation. **Parents should notify your child's teacher at the orientation if there is a food allergy.**

**Show and Tell:** A show and tell bag will be placed in your child's mailbox when it is their turn. Children should bring in **ONE** item that will easily fit into the designated bag. Examples: small stuffed animals, pictures, matchbox cars, etc. Be creative! Electronic devices are not a good choice for show and tell. Due to child allergies we are asking all parents to make sure the bag does not smell like smoke. Parents, please ask people who are driving children to school to respect this policy.

**Clothing: All clothing worn to school should be marked with the child's name.**

Children should wear washable, comfortable play clothes that can be easily snapped, buckled, buttoned, and zippered by themselves and that is suitable to both indoor and outdoor activities. Clothing or shoes covered in glitter are not permitted. Girls should not wear tutus to school. Gym shoes or hard rubber soled shoes that buckle or tie should be worn. **Please do not allow your child to wear slip-on shoes, flip flops, crocs, fashion boots or other type boots, jelly shoes, musical or light up shoes to school.** Please, have your child wear socks with their shoes, even sandals. Due to the nature of our activities, these kinds of shoes are not safe. Children who do not wear the proper type of shoes will not be permitted to participate in outdoor walks or other activities where they could get hurt. **Children are not to wear watches, large dangling earrings, necklaces, bracelets, hooded apparel, nail polish, rub on tattoos, or colored hair to school.**

**Extra Clothing:**

Water activities, sand play, painting and occasional bathroom accidents necessitates an extra set of clothing be kept in the preschool classroom at all times. All extra clothing should be marked with the child's name and be brought in a clear zip lock bag to the preschool on the first day of the child's classes. When soiled clothes are sent home, please return a clean set on the child's next class day. **Please, remember to change clothes in bag when weather changes.**

Children should wear clothing appropriate to the weather. Be sure to help your child change out of snow boots and into regular school shoes. Winter boots may be kept in our Preschool lobby. It is imperative that your child wear proper outdoor clothing, since both the teacher and the teacher aide need to be with the children outside. If the child is too ill to go outside, please do not send him/her to school.

### **Toys / Mail / Parties**

Except for "Show and Tell" days indicated by the teacher, **THE CHILDREN SHOULD NOT BRING TOYS FROM HOME**. There are sufficient toys available in the classroom. Personal toys cause social problems among the children. The preschool will not take responsibility for lost or damaged personal toys. If children are going to a baby sitter after preschool or to extended care please, keep all toys, lunches, in your child's backpack. **Teachers do not look in backpacks for notes**. Please use our mailbox located in the Preschool lobby. Please, ask the Extended Day teachers to give us all correspondence directly to the teacher, especially lunch money. Parents please ask permission before placing anything in the children's mailboxes. (Ex. birthday party invitations) Our policy is everyone in the class, both boys and girls, will receive an invitation if brought to school. If this is not the case, please mail the invitations.

### **Health and Safety**

**Emergency Medical Form:** Please complete and return the forms by the due date. In case of emergency, we proceed as indicated on medical form. It is the parent's responsibility to update information on these forms.

**Medications:** Since the child is only in school for two and one half hours a day, please take care of medicines at home. In case of chronic disorders, such as diabetes, when emergency medication may need to be given, consult the teacher who will give you forms to be completed and signed by you and the child's physician giving permission for dispensing medicine. Your child will not be able to be given medicine at Preschool unless all required forms are filled out.

### **Management of Communicable Diseases**

Parents are asked to protect the health of their own children as well as others by keeping a child home if he/she is sick. Please keep your child home if you believe he or she is sick. Children will sometimes want to come to school when they are sick. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- When he/she is sick during the night or immediately before school
- If you suspect Strep throat have your child stay at home. Wait for the 24 hour test results
- 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 one hundred degrees Fahrenheit by the axillary method when in combination with other symptoms
- Untreated infected skin patch(es) - rash
- nose that continually running (especially if discharge is colored)
- unusually dark urine and or gray or white stool
- stiff neck
- evidence of lice, scabies, or other parasitic infestation

A child with any of the following signs of symptoms or illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some time during the Preschool day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms. A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program. A child shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. When children are exposed to a communicable disease such as pink eye, ringworm, chicken pox, or lice the school's nurse will send home a note to all parents of enrolled children.

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

### **Child Abuse**

When teachers have reasonable cause to suspect child abuse or neglect we are mandated by law to report it to the appropriate community agency.

### **Field Trips/ Guests**

**Guest speakers will be invited into our room to help enhance our Preschool program. We do not take field trips away from the classroom. All extra activities and speakers are brought into the preschool.**

## **PARENTAL INVOLVEMENT**

We encourage parents to visit the Preschool classroom whenever their schedules permit. Please let the teachers know ahead of time so we can tell the children who will be visiting.

Any parent who would like to volunteer in the classroom is welcome. Please schedule time with the teachers. Please remember that you are here for your child and participation is encouraged when visiting.

Parents are the child's first and most important teachers. We are looking forward to working with you to help develop your child's full potential.

## **SCHOOL CLOSING POLICY (parents may sign up for text weather alerts - directions to do so are on the school's website . . . [sjsamherst.org](http://sjsamherst.org) )**

Any time the weather causes hazardous conditions please listen to the radio (Station WEOL-930 AM or WLOR 130 AM) or TV(Channel 3 or 5 or 8) for the announcement of school closing. **If Amherst schools are closed, St. Joseph's School and Preschool are also closed. If Amherst school are delayed opening, our Preschool will be closed for both morning and afternoon session.** Please do not call the school, convent, or rectory. These lines are needed to notify personnel. Preschool parents may choose to not send their child if you believe conditions are to dangerous to drive.

## PARENT RESPONSIBILITIES

1. Be sure your child attends school daily and is on time.
2. Make certain that your child is clean and dressed appropriately.
3. Guide your child from the earliest years to develop socially acceptable standards of behavior to exercise self-control and to be accountable to his/her personal actions.
4. Teach your child, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others.
5. Know and understand the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.
6. Encourage in your child a desire to learn and a respect for self and others.
7. Reinforce what is being taught in school in regard to Catholicity, academics, and values.

## STUDENT RESPONSIBILITIES

1. Show respect for teachers, fellow students, staff members and property.
2. Conduct yourself in a safe manner inside and outside.
3. Follow directions.
4. Learn to use words when frustrated.
5. Do your best work and allow others to do their best work.
6. Gum chewing is not permitted in the building.

## **FAMILY/CUSTODIAL SITUATIONS**

St. Joseph School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Joseph School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Joseph School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the teacher is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the teacher.

Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the noncustodial parent's right to access to records, the noncustodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the noncustodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the noncustodial parent. This avoids duplication of services.

Further, you should realize that unless restricted by Court Order, any noncustodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed **that one copy of communications** and information will be sent home with the child and that this will be shared **by** and *between* the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that *one* conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. **A joint conference further insures that both parents are given the same information at the same time**, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the director, subject to the approval of both parents, and further reviewed by St. Joseph School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or circumstances you feel necessitate other arrangements, please contact the director personally.

### **BEHAVIOR MANAGEMENT/DISCIPLINE**

The preschool teachers will treat children with respect at all times, modeling for the children appropriate ways to treat others. Our goal is to help your child develop his/her full potential, self-control and the ability to make good decisions. The children will be guided through interesting activities planned by skilled teachers. They will learn how to share toys and solve their social difficulties with one another. **Please, ask your child's teacher for a conference any time you have a question or concern.**

Behavior problems that children sometimes exhibit may be the result of lack of enough sleep, a difficulty at home, the loss of a family member or even a pet. Notifying the teacher about these circumstances will aid her in helping the child to manage appropriately in the classroom.

**In the Saint Joseph Preschool all students will be treated and respected as unique individuals created by God. A preschool staff member will always be in charge and responsible for discipline.**

If a child has any minor behavior difficulties, the teacher will

- confer privately with the individual
- give a short "time out"- redirect child



- if separation is needed to discipline a child, in brief duration, they will always be in sight and hearing distance of a preschool staff member and in a lighted and well-ventilated space

For more serious problems the teacher will

1. speak with the child and try various discipline techniques
2. schedule a parent teacher conference
3. encourage parent classroom observation
4. refer parent to get support services for the child
5. a shortened preschool day will be implemented until the child is able to maintain positive classroom behavior
6. determine if removal from the program would be of benefit  
(Grounds for removal would include, but not limited to : excessive spitting, biting, hitting, foul language or not being able to stay with the group.)

**Although we have never or will never use any of the following disciplinary actions we are required by the Ohio Department of Education to list the following in our Preschool Handbook.**

- There shall be **no**, cruel, harsh corporal punishment. (Ex. spanking or biting)
- There shall be **no** discipline delegated to another child
- No child will ever be confined with physical restraints other than a protective hug as a calming measure for a short period
- There shall be **no** child placed in a locked room or confined to an enclosed area (Ex. closet, box, or cubicle)
- No child will be subjected to profane language, threats, derogatory remarks, or verbal abuse regarding him/her or their family
- No discipline will be imposed for a child's failure to eat or if a toileting accident occurs

Never will our discipline techniques humiliate, shame, or frighten a student. Our behavior management system is patterned after the Love and Logic system.

### **Student Referral Policy**

The general education and special education teachers in the building, along with the child's home school district, work collaboratively to best meet the needs of the students. Initial evaluations, observations by a special education professional, and consultation with a student may be done without parent permission at the request of a general education teacher to determine if further services will be needed. Formal parental permission will be requested if further formal testing or intervention will need to take place. We also refer families to Ohio Guidestone, a family centered program that works to support families with young children. This program works to promote healthy social and emotional development for children birth to age five.

### **Absenteeism policy**

The preschool experience is enhanced when a child participates in his/her classroom activities. Please, call the school office by 8:30 a.m. for both morning and afternoon classes if your child is sick and will not be attending school. Please, give your child's teacher a week's advanced notice if your child will be going out of town with you to visit relatives or for a family vacation. It is the parent's responsibility to make sure the child is not tardy. Children will sometimes have a

hard time joining the group when tardiness occurs. Please, help us avoid this problem by having children arrive on time. If a child is consistently tardy, consistently absent, your child's teacher will request a conference to remedy the situation.

### **Cumulative Records/ Records Release Policy**

It will be the policy of St. Joseph Preschool to maintain cumulative records for each child enrolled in our program. These records will be kept in the Preschool office and will exhibit, among other information, the students enrolled there in, emergency numbers for each student, the authorized pick up list, and health information for each student. These records will accompany the child with their next educational step. If your child transfers to another school, these records are available. Parents requesting a records request must fill-out and sign a form in the school office before any information will be shared. Since St. Joseph Preschool is part of St. Joseph Parish School, records between preschool and the day school do not require a records request and will be shared upon the transition process from preschool to kindergarten.

### **Parent/Teacher Conferences**

Parent /Teacher conferences may be requested whenever you have a concern or would like to be given additional information. A Parent/Teacher conference does not mean that your child is having a problem in the classroom. A Parent/Teacher conference is a time for parents and teachers to exchange thoughts and ideas, as well as a Progress Report on aspects of your child's development. You will be able to ask the teacher questions and share any information that would help the teacher. Information shared during a conference is confidential. We will schedule conferences two times a year. Our second conference will focus on a transition plan for the following school year. At this time, your child's teacher will make a recommendation for placement based on assessments, observations, and professional experience. Additional information and ideas will be provided based on your child's needs for a successful transition.

**Community Resources:**

Saint Joseph Preschool and Parish would like to support the families of our students. If you need support, please contact your child's teacher, director, or administrator for additional information, whether it is your child or another family member. Your request will be handled in a confidential manner. Below are some additional local resources.

Saint Joseph web site [www.stjosephamherst.com](http://www.stjosephamherst.com) Outreach Commission

Information can be found in the following headings

Advocates for the Disabled

Scouts

Golden Agers

Hope for the Separated and Divorced

Parish Health and Wellness

Vincentians

Children's Developmental Center(OT, PT, Speech, Summer Camps 440-984-2496

Second Harvest Food Bank of North Central Ohio (food needs) 440-960-2265

Lorain County Health Department 440-322-6367

Lorain County Health and Dentistry 440-240-1655

Amherst Public Library 440-324-5777

Educational Service Center of Lorain County Region 2 SST

Mercy Recreational and Health Center 440 984-3470

Firelands Counseling 440-984-7700

**Parent Group Information:**

Parents of preschoolers have the opportunity to join and participate in the school building's PTO. Meetings are the first Tuesday, of every month at 7:00 in the multi-purpose room. Along

with the preschool administrator at least one parent serves as the Preschool representative. The PTO supports a variety of activities that Preschoolers are invited to attend. The following is a list of some of the events.

1. Opening meeting in September Meet the Teachers.
2. Kris Kringle Christmas shop.
3. Pictures with Santa
4. Catholic Schools' week activities
5. Spring Mother Son event
6. Dad and Daughter dance

## **Developmental and Health Screening Information**

### **Developmental Screening and Referral Process:**

Within 60 days of starting school teacher observations and a developmental screen will be conducted with your child using classroom-based/criterion-referenced assessments, and/or ASQ-3. Results will be shared with parents at Fall conferences, or sooner if referral for follow-up assessment is warranted. Documentation of the screening (and referral needed) is placed in the student's cum file.

### **Health Screening and Referral Process:**

As part of the child's enrollment, parents are required to have their child's physical complete, a medical statement that ensures the child has had an annual physical, has up-to-date immunizations (or exemption paper completed), and is in suitable health to attend school. These are reviewed by your child's teacher. In addition the school nurse will screen your child's hearing and vision within 60 days of enrollment, and annually thereafter. The nurse will notify the teacher and send a referral letter home if additional follow-up is recommended. Results will be maintained in the nurse's office and the child's cum folder.

## **Written Description Of Annual Survey Process**

In order to strengthen the quality of the preschool program a survey will be completed in May. Parents and community stakeholders are asked to complete a survey regarding their experience with Saint Joseph Preschool. This survey contains items related to programming, curriculum and materials, staff communication and responsiveness, facility, tuition and transition to Kindergarten.

Surveys are collected and reviewed by the preschool teachers, preschool director, and preschool administrator.

## **PROFILE OF A CATHOLIC SCHOOL GRADUATE**

### **A FAITH-FILLED DISCIPLE OF CHRIST WHO IS:**

Called by Baptism and nourished by the Eucharist;  
Active in the sacramental life of the Church through  
weekly participation in the Eucharist  
and regular participation in reconciliation;  
Centered in Gospel values; Prayerful  
*\*As we describe the faith commitment of the Catholic  
School graduate, we understand that students of other  
faiths express these values in alternate faith commitments.*

### **A CHRISTIAN LEADER WHO IS:**

A decision maker whose conscience is formed by the  
teachings of the Catholic Church;  
A witness to the FAITH; A person of integrity; Respectful;  
Committed to justice; Collaborative; A community builder;  
A steward of the environment; Active in parish life.

### **A CENTERED WELL-ROUNDED PERSON WHO IS:**

Self-confident; Self-disciplined; Open to Growth;  
Responsible; An active and productive citizen.

### **A LOVING PERSON WHO IS:**

Compassionate; Kind; Forgiving; Appreciative of diversity; Welcoming;  
A peace-filled mediator; Respectful of the talents and abilities of others.

### **A LIFE-LONG LEARNER WHO IS:**

Articulate; Creative; Technologically literate;  
Academically and spiritually competent; A critical thinker; A problem-solver.

### **A HEALTHY PERSON WHO IS:**

Respectful of life; Practicing good health habits;  
Committed to reaching one's full potential;

A good sport.