

Holy Cross Catholic School

Walk with Jesus



Three-Year-Old Pre-K
Handbook

WELCOME TO HOLY CROSS CATHOLIC SCHOOL
PRE-K THREE-YEAR OLD PROGRAM!

Three-year old children are provided an opportunity to interact with other children in a safe and caring environment that provides a smooth transition from home to a school atmosphere. A creative learning environment is provided by means of a developmentally appropriate program of both active and quiet play experiences that encourage intellectual, social, emotional, and physical growth.

Parents play crucial roles in their children's education. You are your children's first teachers. Your children's success is greatly influenced by you. We hope you will continue to help your children learn as they begin school.

Keep in mind that your child is one of a kind. He/she will not develop the same skills or self-discipline at the same time as others his age. Mastering skills like skipping may be a slow and gradual process. Don't expect your child to succeed at every activity. Don't let the activities become tests that your child passes or fails.

You and your child should share the excitement of doing new things because one of the most valuable lessons you can teach your child is to enjoy learning. Parents are encouraged to participate in class trips and parties and to become active in our school organizations.

Pre-K classes will operate under the same calendar as the rest of our school. We follow the Defiance City Schools' schedule. Our Pre-K classes are held from 8:30 - 11:30 a.m. Tuesdays and Thursdays.

You will be asked to bring your child in for a brief orientation a week or two prior to his first day of school.

Following are topics of basic information arranged in alphabetical order.

ACHIEVEMENT

Cumulative records are kept for each student. Each student's progress is evaluated throughout the school year. There are two parent-teacher conferences during the school year. A conference may be scheduled at any other time if indicated by a parent or teacher.

ADMISSION POLICY

"In accordance with Christian principles, Holy Cross Catholic School recruits and admits students of any gender, race, color or ethnic origin to all the rights, privileges, programs and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, the school is not intended to be an alternative to court administered, agency ordered, or public school district initiated, desegregation."

ARRIVAL AND DISMISSAL

***The school's doors open at 8:30 a.m. Therefore, children should not arrive at school before 8:30 a.m.**

If a child does not arrive as expected the child care staff member will contact the secretary in the school office and she will contact the parents if they have not contacted the school that the student will be absent.

If an adult other than a parent is to accompany a child from school, the teacher is to be notified of the name of the person to whom the child should be released. That person's name must be listed on the pick-up form included in the child's records.

CANCELLATIONS

If school should be delayed or cancelled because of weather, notice will be given on the Defiance radio stations. We follow the Defiance City Schools' schedule. **If there is a two-hour delay in the morning, students may come from 10:30 – 12 noon.**

CLOTHING

Safety and comfort are guides in selection of school wear. Many exciting activities will take place at school, so clothes that allow for freedom of movement and some wear-and-tear are recommended. Please dress your child in clothes she/he can manage (belts, buckles, shoulder ties, and so on). No safety pins. All outdoor clothing should be labeled with your child's name, as should anything your child wears or brings to school. Shorts are acceptable if weather permits. Please try to dress the child in shoes with non-skid or rubber bottoms (tennis shoes, boots....), **no flip-flops**, as the pavement outside can be slippery.

COMMUNICATION

You will receive a monthly classroom newsletter at the beginning of each month. You are encouraged to contact the school or teacher whenever the need arises. We like parents to become involved with our Pre-K classes and all of our other school functions. We do ask that you sign in at the office first, before visiting.

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 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, 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 a 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 Pre-K staff member in a safe, lighted, and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children abuse and neglect while in attendance in the Pre-K program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All Pre-K staff members shall receive a copy of the center's discipline policy for review upon employment.

FIRST AID

First Aid is the management of sudden illness or injury until further medical care can be obtained, if necessary. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures are readily available to school personnel in the classroom and in the office by the phone. These procedures will be followed, and someone on the child's emergency medical form and/or the doctor, dentist, hospital, or 911 will be called. **Please notify the school office at once if there are any changes in your emergency information.**

ILLNESS

For the sake of your child's health and others', please keep him/her home if he exhibits signs of illness. **Please contact the school office prior to class time of your child's absence.**

School officials never give internal medicines unless a note is filed with the school office for dispensing of medication.

If your child becomes ill at school, you will be contacted immediately. In order to prevent the spread of communicable disease, sick children will be provided a cot in an area away from other children, yet within sight and hearing of adults. All linens and blankets used by a sick child are laundered before being used by other children.

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

1. Prior to administration: Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and
2. Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
3. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
4. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

The following precautions shall be taken for children suspected of having a communicable disease:

- (1) 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.
- (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
 - b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c) Difficult or rapid breathing
 - d) Yellowish skin or eyes
 - e) Conjunctivitis
 - f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - g) Untreated infected skin patch(es)
 - h) Unusually dark urine and/or grey or white stool
 - i) Stiff neck
 - j) Evidence of lice, scabies, or other parasitic infestation
- (3) A child with any of the following signs or symptoms or illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The

child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- a) Unusual spots or rashes
- b) Sore throat or difficulty in swallowing
- c) Elevated temperature or
- d) Vomiting

Please note: All parents will receive a letter from our school office as soon as a communicable disease has been reported in your child's classroom.

A signed doctor note is required for your child to re-enter class after having a communicable disease or lice.

PARTIES

Four parties are planned to celebrate special holidays: Halloween costume party, Christmas party, Valentine's Day card exchange, and Easter celebration. Parents may be asked to help or donate items for parties.

RECESS

Daily outdoor play is scheduled as weather permits, indoor play when the weather is unfavorable, when temperatures are below 25 degrees, or when the playground is wet or snowy. Please prepare for the weather by listening to the local weather report and choosing appropriate clothing. Pre-K children have exclusive use of their facilities when the program is in session.

REGISTRATION

Papers necessary for Pre-K registration include information sheet, medical statement, health information form, birth certificate, (**needs to be obtained from the Health Department**), pick-up form, emergency medical authorization and a physical is required. We will send the form called "Medical Statement" later which is needed for the physical. Students must be 3 years of age by September 30th, **potty-trained** and able to go to the restroom by themselves to enroll in our Pre-K three-Year Old Program.

SHARING

Sharing (Show and Tell) is an important part of our daily program. Shared items may be anything your child would like to share with our class, a drawing, a toy, something found in nature, etc. You will receive a schedule indicating your child's day to share.

SNACKS

Snacks are a shared responsibility. You will receive a calendar for each month indicating your child's day to bring a snack. Keep the snacks healthy (fruit, cheese, popcorn, crackers, etc.) so that the snacks contribute to the daily nutritional needs of the children.

The drink and the snack should be from two different food groups. A refrigerator, microwave, spoons, forks, and a pitcher will be provided.

If your child has food allergies, we need to have that information in writing and you may be asked to provide your own child's snacks.

SUPPLIES

We do ask each child to bring two large bottles of juice. It will be helpful if your child has a **full size back pack** to carry papers and other items.

TRANSITIONING FOR 3'S TO PRE K 4'S

Conferences for PreK will take place in January. The teacher and parents/guardians will discuss the student's progress at that time. If there is a need for further meetings and discussion at the end of the school year, the teacher will contact the parent/guardian and a plan for the child's placement for the following year will be implemented.

TUITION

FACTS will take care of tuition collections. Please contact the school for information concerning **FACTS**.

Holy Cross Catholic School is in compliance with the Pre-K standards set by the State Department of Education. Copies of inspection reports are available in the school office upon request. The state requires that we notify parents of pre-school students that there is a phone number you can call to intervene when problems have not been resolved satisfactorily by the principal. That number is 1-614-466-0224. You will be connected with the Early Childhood Division of the Ohio State Department of Education.

If you desire more information or have any questions about Holy Cross Catholic School, please call us.

Office Hours: Monday through Friday
8:00 a.m. – 4:00 p.m. or by appointment
Phone: 419-784-2021
Fax: 419-784-2073