

HOLY CROSS CATHOLIC SCHOOL



Four-Year-Old
Pre-Kindergarten
Handbook

Welcome to Holy Cross Catholic School

Four-Year Old

Pre-Kindergarten Program

Four-year old children are provided with a good school experience in a warm and supportive climate. Pre-Kindergarten provides a smooth transition from home to a school atmosphere. Our Pre-Kindergarten program provides a positive and happy adjustment to school life.

Our program is designed to meet developmental needs of a four-year-old. Both quiet and active play are included. An important goal at Holy Cross Catholic School is to make this year of school both educational and fun.

Parents are the child's most important teachers. Every day your child is learning from you. This learning takes place naturally as you talk, play, work, and relax together. Keep in mind that your child is one of a kind. Your child may not develop skills or learn self-discipline at the same time as others his/her age. Mastering skills like skipping may be a slow and gradual process. Don't expect your child to succeed at every activity and 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. One of the most valuable things you can teach your child is to enjoy learning. Parents are encouraged to participate in class trips and parties and to become active in school organizations.

The Pre-Kindergarten classes operate under the same calendar as the rest of the school. The Defiance City Schools' schedule is followed.

You will be asked to bring your child in for a brief orientation a week or two prior to his/her 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 year: one is at the beginning of the year and another in January. Progress reports will be given out at the January conference and at the close of the school year. Parents or the teacher may schedule other conferences.

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 names of persons to whom the child can be released. The names must be included on the pick-up form kept with the child’s records.

CANCELLATIONS

If school should be delayed or cancelled because of weather, notice will be given on the Defiance radio stations. The Defiance City Schools’ schedule is followed. **If there is a two-hour delay in the morning, PreK students may arrive at 10:30 a.m. just like the rest of the school. If they are attending the half day program, their class is cancelled.**

CLOTHING

Safety and comfort are guides in selection of school wear. Clothes that allow for freedom of movement and some wear-and-tear are recommended. Please dress your child in clothes he/she can manage (belts, buckles, or shoulder ties) with no safety pins. Make sure shoes are appropriate for outside play, **flip-flops are not allowed.** Shoes should have a rubber or non-skid bottom as the blacktop can be slippery. Shorts are acceptable if weather permits. Clothing and other items brought to school should be labeled.

COMMUNICATION

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

Behavior Management/Discipline

- A. A Pre-K 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.

FIELD TRIPS

To enhance your child's learning experience, several field trips per year will be scheduled. Parents help by walking along or driving. Past trips have included going to the fire station, and Eric's Ice Cream. Prior to taking the field trip, you will be required to sign and return our HCCS permission slip. Also, you must provide your child's car seat.

FIRST AID

First Aid is the management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school and parents are called to inform them about their child's accident. Also, an injury log will be filled out and a copy of the injury log will be sent home with your child. The original copy will be filed in the office. Printed emergency 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

Please keep your child home if he/she exhibits signs of illness. **Please contact the school office prior to class time of your child's absence.** Internal medicines are never given unless parents turn in a signed note to the office. A form will be filled out if dispensing medication is necessary.

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

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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 or
 - i) Stiff neck or
 - 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.

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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 will take place when the weather is unfavorable or when temperatures are below 25 degrees. Please prepare for

the weather by listening to the local weather report and choosing appropriate clothing. No older children are on the playground when the Pre-K children are playing there.

REGISTRATION

Pre-Kindergarten registration papers include an information sheet, health information, 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.** Additional forms will need to be filed upon entry (emergency transportation, administration of medication request, roster information release). Students must be 4 years of age by September 30th, or screened by our Pre-K staff, **potty-trained** and able to use the restroom by themselves to enroll in our 4 year old Pre-Kindergarten program.

SHARING

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

SNACKS

We are asking students to share the responsibility of snacks. A monthly snack calendar will be sent home. Keep snacks healthy (fruit, cheese, or popcorn) so they contribute to the daily nutritional needs of the children. The drink and the snack should be from two different food groups. A refrigerator, microwave, forks, spoons, and 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.

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SUPPLIES

We do ask each child to bring two large bottles of juice and 1 vinyl napping mat (you can purchase at Wal-Mart). It will be helpful if your child has a full size backpack to carry papers and other items. **Please mark every item with your child’s name!**

TRANSITIONING TO KINDERGARTEN

A date for Kindergarten screening will be set in March. Parents/Guardians will be notified and a permission form will be sent home. Parents/Guardians will receive a letter 1-2 weeks after screening with a letter of recommendation for Young Fives or Kindergarten for the following school year. If parents have concerns or questions about

the letter, our PreK and Kindergarten teachers will meet with the parents/guardians to discuss the next step.

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 PreK 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 children 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 our 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