

Saint Lawrence Preschool

Parent Handbook

MISSION STATEMENT

St. Lawrence is a Roman Catholic elementary school committed to the spiritual, academic, and personal development of a diverse community of students. Inspired by the Gospel of Jesus Christ, we nurture students so they will become compassionate and confident life-long learners.

BELIEFS STATEMENTS

We believe that we are called upon to carry out the message of Jesus Christ and His teachings.

We believe that each child is special in the eyes of God.

We believe a student's spiritual growth and personal development are equally as important as their academic goals.

We believe every child is capable of learning.

We believe parents are the primary educators with our school community serving as co-educators, assistants, and supporters.

We believe students learn in different ways and should be provided with a variety of instructional approaches to support their learning styles.

We believe in mutual respect among the school faculty, staff, parents, and students that provides a safe, productive learning environment.

LICENSING

St. Lawrence Preschool is licensed by the Ohio Department of Education. Our license is posted in the hallway near the preschool rooms. The laws and regulations governing preschools are available for review in the school office. Parents may request copies of inspection and compliance reports through the school office. There is a toll free number listed on our license that may be used to report suspected or observed violations of preschool regulations.

PROGRAM GOALS

St. Lawrence Preschool is designed to meet the developmental needs of children three to five years of age. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Within the daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self-directed and teacher directed activities.

ADMISSIONS POLICY

St. Lawrence Preschool admits students of any sex, race, religion, and national origin to all rights, programs, privileges, and activities generally accorded or made available to students in the school. Students are eligible to attend the school upon request of the parents and with the consent of the pastor and principal. Class enrollment will be within the guidelines set by the state of Ohio. The student registration date will be set by St. Lawrence Preschool yearly in the same year as the student is to be enrolled. The registration fee, which is non-refundable, must be paid at the time of registration for the registration to be complete. The following guidelines will be considered in filling up the available spaces in our preschool:

1. St. Lawrence active, registered parishioners
2. Families with siblings in the school
3. Out-of-parish Catholics without siblings in the school
4. Non-Catholics without siblings in the school

This order of priorities applies only up to the stated deadline date for registration. Students failing to register by the stated deadline will lose their priority, and any remaining spaces will be filled on a first come first served basis.

REQUIREMENTS FOR ADMISSION

St. Lawrence Preschool admits children of any sex, race, religion, and national origin. Children must be three years old by September 30th and be potty trained.

Parents must provide:

- Proof of immunization
- Current medical examination by a physician, completed within the calendar year
- Original Birth certificate
- Emergency contact information

ENROLLMENT AND TUITION INFORMATION

At the time of enrollment a \$50 registration fee must be paid. The tuition amount may be paid in nine monthly payments, August through April. You will receive a statement each month and payment is due the 15th of the month.

PROGRAM OPTIONS & TUITION

		YEARLY TUITION	NINE MONTHLY PAYMENTS	WEEKLY PAYMENTS
3 mornings a week	8:00 – 11:00	\$1,800	\$200	\$ 55
5 mornings a week	8:00 – 11:00	\$2,700	\$300	\$ 80
3 full days	8:00 – 2:45	\$2,700	\$300	\$ 80
5 full days	8:00 – 2:45	\$3,915	\$435	\$120

CURRICULUM

Early childhood is a special time for growing socially, emotionally, intellectually, and physically. St. Lawrence Preschool is a place where the young child's growth is respected and nurtured, where

children are valued and accepted for themselves. Experience with developmentally appropriate multisensory materials, contact with children and adults of differing ages and backgrounds, and carefully planned educational experiences provide an environment in which the young child's natural curiosity and instinct to learn is satisfied and encouraged.

St. Lawrence has adopted the Ohio Department of Education's Early Learning Content Standards. These standards express what children should experience, learn and know as a result of quality early education.

St. Lawrence is a Catholic preschool. Christian values and morals will be nurtured, and daily prayer will be a part of the routine. Short religious instruction will be given. Our goal is to teach basic Catholic dogma and to awaken in the child an awareness of the wonder and beauty of the world and themselves.

BEHAVIOR MANAGEMENT

The goal of our discipline policy is to teach children self-discipline and respect for the feelings and property of others. Appropriate behavior is taught by setting clear, simple rules, by explaining what we want them to do (rather than focusing on what they should not do), and by encouraging children to solve problems by using words instead of acting out.

When a child needs guidance, the teacher begins by redirecting the child into more constructive activities. Staff members who model courtesy and respectfulness also encourage appropriate behavior. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our goals are to help each child develop positive feelings of self-esteem while fostering growth towards self-direction. We want to help children learn to make their own choices and take responsibility for their actions.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. Discipline will never be imposed for failure to eat, failure to sleep, or for toileting accidents. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Discipline will not be delegated to children—they are never permitted to hit each other. In case of physical aggression, teachers may restrain children for the safety of those involved, but 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. Cool down time will be used with children who are out of control and need our assistance to regain control of themselves. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. 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. There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. Discipline shall not include withholding food, rest or toilet use. St. Lawrence shall not abuse or neglect children and shall protect children from abuse or neglect while in attendance in the preschool program.

The teacher may consult with the parents about problems that are occurring at school and we encourage parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

SAFETY AND SUPERVISION GUIDELINES

- ❑ All children will be supervised at all times.
- ❑ An incident/injury report shall be completed by the staff member in charge of the child in the event of an illness, accident, or injury that requires first aid treatment. A report will also be completed for any bump or blow to the head, or the unlikely event of emergency transportation, via ambulance, of a child. An incident/injury report will be provided to the parent if any unusual or unexpected event occurs which jeopardizes the safety of children or staff. Parents receive a copy of the report within 24 hours.
- ❑ We do not transport children in the event of an emergency. 911 and the parents will be called.
- ❑ In case of emergency, there is a phone in the school office. The office can be reached immediately by intercom. Emergency names and phone numbers are located by the phone in the office.
- ❑ Fire and tornado drills are held monthly to insure that fire or tornado emergency is understood and easily managed. A plan is posted in each classroom in case of fire emergency and weather alerts. Records of fire and tornado drills are available in the school office.
- ❑ In the event of a general emergency requiring evacuation, all staff and children will follow the crisis plan for St. Lawrence School.
- ❑ The use of aerosol sprays is prohibited.

CHILD ABUSE PREVENTION

Staff members are required to take a course in child abuse identification and prevention. In addition, it is our legal and ethical responsibility to report suspicion of child abuse or neglect to the appropriate authorities.

CUSTODY

St. Lawrence abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

ILLNESS AND COMMUNICABLE DISEASE

Staff members have received training in recognizing communicable illnesses. Staff members are also trained in hand washing and disinfecting procedures. A trained staff person will observe each child upon arrival and throughout the day for evidence of communicable illness.

Parents need to be aware of the policies and will be given the policies in writing so that they can keep a child home who has any symptoms. The Ohio Department of Health has provided us with a "Day Care Center Communicable Disease Chart" that is posted in the classroom. When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. The

parents and/or the designated emergency contact will be contacted to pick up their child with all reasonable speed.

Children will be sent home or not accepted with the following conditions:

1. Temperature of at least one hundred degrees F when in combination with any other signs or symptoms of illness
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing (causing child to become red or blue in the face or make a whooping sound)
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty swallowing
12. Vomiting more than once or once if other symptoms are present
13. Evidence of infection—red/swollen or draining sores, green or yellow nasal discharge, or ear discharge
14. Excessive fatigue (child sleeps during activities, had normal sleep the previous night)

Children may return to school as listed below:

1. With a physician's statement that the child is free from communicable disease and that returning to the program presents no risk to the child or others. Or
2. Visibly free from communicable illness AND
 - a. Fever free without fever reducing medicines for 24 hours
 - b. Free of vomiting or diarrhea for 24 hours while eating a normal diet.

A mildly ill child (minor cold symptoms, or not feeling well enough to participate fully in the program) will be cared for at school and watched closely. If any of the above symptoms develop, the parent will be called to come and take the child home.

HEALTH CARE

The school nurse supervises the health program in the school. Her duties include caring for children who become sick or injured while at school, maintaining student health records, and control of communicable diseases. Any pertinent information concerning the child's medical history should be reported to the school nurse so that our health records are always current.

A written request must be obtained from the physician for any prescription or over the counter medication before any medication may be administered by school personnel. All medications are kept in a secure place. These forms are available in the school office.

SCHOOL ATTENDANCE

Important habits regarding school attendance begin in preschool. Your child should attend each day of preschool unless ill. In the case of absence the parent must call the school office (921-4996) between

7:30 am and 8:30 am to report the reason for absence. A written note is also required when the child returns to school. This note should state the reason for the absence, the date of the absence, and should be signed by a parent or guardian.

If it is necessary for the child to leave before the regular dismissal, please send a note to your child's teacher. Parents must come to the school office to sign the child out before picking up the child in the classroom.

ARRIVAL

Children may arrive at school at 7:45 am. When bringing students to school, parents should park in the small lot behind the school. Preschool children must be brought to the preschool classroom and signed in upon arrival. Please be sure that the teacher is aware of your child's arrival.

DISMISSAL

Dismissal is at 11:00 am for half-day students and at 2:45 pm for full-day students. Parents should ring the doorbell, identify yourself, then go to the preschool room to pick up and sign out your child. Children will be released only to those persons who are on the child's pick-up list. Please call us ahead of time if a new person will be picking up your child. We require a state issued ID from any person other than the one who regularly picks up your child.

CUBBIES

Each child will have his own cubby (storage area) in the classroom. The children will store their personal items here while in class. Please empty this area daily when picking up your child. This will be a way of sending notes, newsletters, and personal belongings home with your child.

CLOTHING

Children are to wear a gold t-shirt or polo shirt (available for sale in the school office) as their uniforms. These will make the children easily identifiable as St. Lawrence preschoolers. These shirts may be worn with any pants, shorts or skirts. Your child may get messy in this program, so please don't send him in his best clothes. No open-toed or slip-on shoes are allowed. Be sure your child's shoes will stay on his feet when he runs and plays. Sneakers or other soft-soled shoes are recommended for the prevention of injuries.

Your child will need a complete change of clothes to keep at school. An outfit, including shirt, shorts or pants, socks and underpants, shall be kept in your child's cubby at all times. A light sweater is helpful as well. Soiled clothes will be put in your child's cubby in a plastic bag for you to take home at the end of the day. Please check the cubby each day for soiled clothes and be sure to bring a fresh set of clothing for the next day. Please put your child's name in everything he may take off, such as coats, sweaters, hats, backpacks, etc.

PERSONAL BELONGINGS

Our school provides an ample supply of toys, books, learning materials, and snacks to meet your child's needs. Please do not allow your child to bring toys from home except for planned toy sharing

experiences. We do not allow guns, knives, or other violent toys at school. Please do not send or allow your child to bring jewelry, money, candy, or chewing gum to school. Children have more fun and participate more fully when they are not concerned about personal items being lost or broken.

RESTING AND NAPPING

St. Lawrence shall provide a quiet space for full-day children to rest or nap in the afternoons. Our experience has been that almost every young child needs and will take a nap. Each child has a cot assigned to him. We ask that you bring a small pillow, blanket, and a soft toy to make nap time more cozy. We do make some provisions for non-nappers after we have made efforts to help the children relax and sleep. We help children who aren't sleeping to play or work quietly at naptime so that their classmates can sleep. If you are having problems at home with bedtime, talk with your child's teacher. Often bedtime problems can create a "vicious cycle"—children may have a hard time falling asleep at night, then take a very long nap at school and again have a hard time at home, etc. We will need to work together as a team if this should happen.

CAFETERIA

Hot lunches are served daily for full time students. Lunches cost \$2.25. Milk is available for 50 cents for those who choose to pack a lunch. The lunch menu is sent home each month and is posted on the school's website (www.stlawrenceparish.org).

Breakfast is served each morning at 7:15 – 7:40. The cost is \$1.50. Only those buying breakfast may enter the cafeteria in the morning. Breakfast is not served on snow delay days.

Free or reduced meals are available for those who make application for such. Applications are sent home the first day of school or are available in the school office.

BIRTHDAYS

Each child's birthday will be celebrated at school. If you would like to send in a treat for the class for your child's special day, please let the teacher know. Individual portioned treats are preferred.

CLASSROOM VISITATION

Parents are encouraged to visit the classroom during the school day and to volunteer to help with planned activities. Upon entering the premises, parents must first report to the school office to sign in.

CONFERENCES

Parent-Teacher conferences provide an opportunity for parents and teachers to develop a good working relationship. Individual conferences will be scheduled twice a year in November and in April. Additional conferences may be scheduled at any time by either the parents or teacher. If you have any questions concerning your child, you are invited to call your child's teacher either to discuss it on the phone or to set up an appointment for a conference. Please do not talk about concerns in front of children.

PROGRESS REPORTS

Children's development and skills levels are assessed periodically so that teachers can plan for educational, social, and emotional experiences that support the individual's development and ensure that preschool children enter kindergarten with age appropriate skills and knowledge. Progress reports will be sent home in January and in May.

EMERGENCY CONTACT INFORMATION

It is important that we be able to contact at least one parent at all times while your child is in school. There should be someone available to pick your child up in case of emergency. Please notify us in writing if there is a change of address, telephone number, or place of employment. Please call us ahead of time if a new person will be picking up your child. We will not release your child to anyone who is not on your child's pick-up list. We require a state issued ID from any person other than the one who regularly picks up your child.

CLASS ROSTER

A roster is prepared for the preschool class annually. The roster includes the name and telephone number of each child's parent/guardian. This roster is provided, upon request, to parents with children in the class. Each parent is to submit a signed statement indicating whether he/she desires to be included on the class roster.

COUNSELING SERVICES

St. Lawrence School has a counselor and a social worker who provide family and student support services, crisis interventions, counseling, and classroom intervention/programs. If parents want their child to see the counselor or social worker they should call their office at 921-6328. The counselor or social worker may see a student for up to three times without parent notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be notified whenever the concerns arise.

EMERGENCY CLOSINGS

If weather conditions would require that school be closed or delayed on a given day, St. Lawrence will follow the announcement for **Oak Hills Local District**. If Oak Hills is closed, we will be closed. If Oak Hills has a delay, we will have a delay. In case of a two-hour delay, half-day classes would be cancelled.

Please do not call the school or rectory; listen to the radio or television.

If there is a problem unique to our school, which would necessitate closing, only then would St. Lawrence be mentioned by name. If such an emergency should arise, "St. Lawrence, Cincinnati" would be announced by name.

PARENT HANDBOOK

Each parent shall sign and date a statement verifying the receipt and review of these written policies and procedures.

St. Lawrence School Telephone Numbers

School	921-4996
School Nurse	471-6507
Cafeteria	921-4230
School Fax	921-5108
Rectory	921-0328
Counselor / Social Worker	921-6328
After School Care Program	497-0833