

St. John School Handbook

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Diocese of Youngstown Preschool Program Philosophy

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influences classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

Diocese of Youngstown Preschool Program Goals and Objectives.

1. To develop an awareness of God’s love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.

3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child's ability to get along with others, to respect property, and to understand the importance of rules for work and play.
8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.
9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God's creations.
10. To increase independence and self-confidence in the child's ability to make sense of the surrounding world.
11. To provide meaningful play experiences to develop positive social, emotional, and language skills.
12. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.
13. To encourage creativity and self-expression through various media and materials.
14. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

**Diocese of Youngstown Statement on Developmentally Appropriate Preschool
Curriculum and Activities**

The Diocese of Youngstown supports the development of the whole child: **spiritual, cognitive, emotional, social and physical. The Ohio Early Learning and**

Development Standards establish a framework for instruction that meets the needs of young children.

Catholic prayer, traditions, and values are integrated into the daily life of the Prekindergarten classroom. Stories of God's love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing and play dough.

Social Skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeate the interactions in the classroom.

The cognitive skills that are stressed in the program include science and math, reading and literacy, social studies, music and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the Preschool classroom's day is designed to meet the Early Learning and Development Standards:

- Daily routines
- Investigations/units of study that are designed intentionally from student interest as well as skill and concept
- Learning centers where the children may move about freely and at their own pace to explore and experiment
- Large and small group experiences including puzzles, games, fingerplays, songs, stories, poems, circle time and discussions.

St. John School Prekindergarten Handbook

Our Purpose

St. John School Prekindergarten believes that early childhood years are very important in the development of a child. Early childhood should be a time of warmth, security, exploration, and discovery. We will provide and maintain a quality catholic setting that encourages social, emotional, physical, intellectual and spiritual growth of each child to develop the skills needed to prepare for kindergarten at their own pace.

The program provides a Catholic Christian education with an optimal educational learning experience. Saint John Prekindergarten reflects the best learning practices in a comfortable and stimulating environment as well as foster an atmosphere of Christian love and concern.

Mission Statement

St. John School offers a quality Prekindergarten Program.....

- that introduces children to the community of faith, helps develop Good Christian values and teaches prayer
- that provides a serious curriculum to help children prepare Academically for Kindergarten
- that helps children develop social skills necessary to get along well with other children.

Licensing Statement

St. John School Prekindergarten is licensed to operate legally by the Ohio Department of Education. The Prekindergarten is licensed to serve 20 preschool and 10 school age children.

Ohio Department of Education issues the preschool a license, which is posted by the classroom entrance.

The laws and rules governing child care are available upon request.

The preschool's licensing record is available upon request from the Ohio Department of Education. The Ohio Department of Education's toll free number 1-877-644-6338 may be used to report a suspected violation by the center.

Non-Discrimination Policy

Saint John Prekindergarten admits students regardless of race, color, faith, gender, and ethnic origin. All children are welcome to participate in its programs and activities.

Enrollment Requirements and Process

The PreKindergarten Class is offered to all children who meet the age requirement and are completely toilet-trained. The child must be four years of age by September 30th of the year of entry for the program. The child must be toilet trained and be fully independent when using the restroom. The staff will only assist the child during the use of restroom in an extreme case. **Pull-ups and Diapers are not permitted.**

The Prekindergarten is in session Monday through Friday from September through May. The classes will follow the Saint John School calendar for all school holidays and teacher in-service days.

Perspective students and parents are invited to make an appointment to tour the school and to meet with the teacher. Various forms must be completed prior to the beginning of school, as well as, a non-refundable registration fee.

Once a child is enrolled, parents will be supplied with written information about the program along with registration forms.

Your completed registration forms including...

- **Registration Form**
- **Family Information Form**
- **The Child Medical Statement Form**
- **Copy of child's Immunization records**
- **Emergency Medical Authorization Form**
- **Information Regarding Legal Custody Form**
- **Authorization to Pick Up Form**
- **Permissions Form**
- **Copy of child's birth certificate**
- **Social security number**
- **Copy of your child's Baptismal Certificate (if Catholic)**

A non-refundable registration fee is due at the time of registration. Enrollment is open to children 4 to 5 years of age. St. John School accepts any child regardless of race, religion or national origin.

Parent Responsibilities

Parents are important to a child's growth and happiness. They are the most vital forces in a child's life. Therefore, it is important for parents and teachers to work together for the benefit of the child.

Parents are encouraged to participate in field trips, class projects and share hobbies/ talents, and organize class parties.

Parents Responsibilities include...

- Notifying the school of any changes in home address, phone numbers or work phone numbers.
- Notifying the school if your child will be absent for any reason.
- Notifying the teacher of any home environment which may impact your child's behavior.
- Notifying the school if your child has contracted any communicable disease or developed a new allergy or health issue.
- Notifying the school, in writing, if you choose to withdraw your child during the school year.
- Participate in any or all fundraisers announced by the school principal/ president. Edu-Car raffle is mandatory for all St. John School families.
- Attend Parent Teacher Conferences.

Parents are encouraged to contact their class teacher with any concerns, problems or complaints. If no resolution has been obtained, then you are to contact the school principal.

Parents may request copies of the following from St. John School Prekindergarten:

Inspection reports from the Ohio Department of Education
Inspection reports from the local Fire Department
Inspection reports from the Building Department
Inspection reports from the Health Department
Compliance Reports from the Ohio Department of Education
Any School Licensing records

Termination of Enrollment

The school requires a written notice of a child's withdrawal. It is assumed the child will complete the year enrollment. There are no refunds for early withdrawal. If a child is withdrawn before year's end, there are No Refunds. Likewise the full month's payment is due for any partial attendance.

Staff

The staff at Saint John Prekindergarten includes: The Administrator/Teacher and teacher assistant. The staff works to provide children with a curriculum that includes stories, music, dramatic play, creative art, and exposure to shapes, colors, numbers and letters, celebrations of birthdays and holidays, as well as introduction to the Catholic Faith

The teacher and assistant are responsible for developing a yearly curriculum, planning lessons, chaperoning field trips, student evaluations for parent conferences, monthly newsletter and providing a loving, and safe environment for your child.

The teacher and assistant are certified and meet the requirements for Prekindergarten. The teacher has, at least, a high school, diploma and is certified in First Aid, CPR, and quality childcare with teacher/ child ratio of 1:14 for children 4 and 5 years old. The teacher is also trained in Communicable Disease and Child Abuse recognition.

The teacher and assistant are required to attend in-services, meetings and workshops provided by the Diocese or school on Early Childhood or School Improvement.

School Calendar

Every family will be given a monthly calendar from Saint John School and the Prekindergarten Program. **The Prekindergarten will follow the same schedule as St. John School regarding vacation days and teacher In-Service days.** However, the Prekindergarten School follows a slightly different school calendar than the K-12 students. Prekindergarten classes begin the end of August or early September and end before Memorial Day.

There will be two parent-teacher conferences scheduled during the school year. The first conference will be in the fall and the second one will be in the spring. Parents and teachers are welcome to schedule a conference anytime during the school year if necessary.

Example of Daily Schedule Activities

Saint John Prekindergarten provides children with the opportunity to attend school from 7:50am-2:20pm. Families have the option to attend half a day or full day. Class begins at 7:50am with the morning ending at 10:50am. Children may choose to stay in the afternoon until 2:20pm. There is extended care available for children before and after school time.

The students participate in activities that support the development of the whole child: spiritual, cognitive, emotional, social and physical.

Children will participate in...

- **Circle Time** ~ children meet for prayer, Pledge of Allegiance, news time, calendar and weather, stories and songs
- **Religion Time**~ children listen to Bible stories, sing songs about God, learn about our Loving God. This will be a time for prayer, special intentions and religious crafts.
- **Story Time** ~ stories will pertain to the themes throughout the year, numbers and letters, friends and school
- **Table Time** ~ children use manipulatives and supplies like scissors, crayons and glue that help with small motor skills, they work on activities which provide learning skills for reading and math.
- **Center Time** ~ children have an opportunity to play in designated areas of their choice. The centers are geared for children's innate passion for exploring the world
- **Snack Time** ~ this provides children with an understanding of foods that are good for their bodies.

Children who stay in the afternoon will participate in....

- **Lunch Time**
- **Rest Time** ~ an hour of rest for the children
- **Center Time**

In addition to the classroom activities, the students will participate in Technology, Gym, and Music. These classes will be taught by the Saint John School teachers.

Some other **areas that we will work on include social skills and behavior in a school setting.** Examples of these are using inside voices, walking in line, raising a hand to speak, taking turns, and respect for others and their belongings.

Arrival & Dismissal

Arrival - A Teacher will assist students in exiting their vehicles and show them to the school entrance for check-in. Another teacher will be inside the building ready to receive

the child into the classroom. Students will be marked as present upon arrival. The teacher must be made aware of each child's presence before the parent departs. Any special messages, special pick up notes, etc are to be given to the teacher.

Dismissal - All parents will be provided with a car tag with their Child's Last name on it. This needs to be displayed so that it is easily visible. The teachers will watch for cars in the normal pick-up/drop-off line with our classes tags. Children will be released one at a time to the car once it is in front of the classroom door.

Please call if your child will be absent. No one under the age of 18 can pick up or drop off children as stated in the State guidelines.

Release of a Child: Staff will release children only to persons on the pick-up form filled out by the parent. Teachers must be notified in writing of any changes to this form. If an emergency arises and someone not on the form must pick up their child, the parent must provide a written, signed note giving the person permission to pick-up their child. **Staff will check ID's of anyone they do not recognize.** Please let people know about this ahead of time so they bring a picture ID and they are not offended. Children will not be released to anyone without an ID. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with your child, you must provide the school with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without the paperwork.

Late Pick Up of Child

In the event that a child does not have a parent/adult present at pick up, the child stays in the classroom with the teacher. The teacher consults the child's file and calls the parents/guardian, and then, alternate responsible persons as listed in the file. When the teacher reaches someone authorized to pick up the child, she notifies that person that the child is still at the school past dismissal time. If no one from the file can be reached, the principal shall be called. If no one can be reached and it is one hour or more past the dismissal time and no one has contacted the teacher or school office, the teacher may call the city police for advice on handling the matter. The teacher must subsequently notify the administrator of the matter so that a discussion can be held with the parents to ensure the incident does not happen again.

Inclement Weather

Saint John School puts the students safety first during inclement weather. Please listen to the television or radio for school closing announcements. **Saint John School has its own parent broadcast that will inform parents of school closures.**

School Clothing

It is vital that your child wear clothing that is easy to manage and safe for the activities we will be doing in Prekindergarten.

- Comfortable clothing and tennis shoes are recommended. **(Please no Flip-flop sandals or backless shoes).**
- Think of your child's comfort and **provide simple clothing that is free of complicated fastenings** such as belt buckles, overalls, etc.
- Please **wear appropriate outerwear on your child during changing weather** and temperatures throughout the year. Some activities will be scheduled that would require us to adventure outdoors during different seasons of the year.

Since accidents may happen during the school hours, please bring an extra set of clothing. These will be kept in the student's book bag.

Discipline Policy

3301-37-10 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 positive reinforcement for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

(D) 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, 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, and food shall not be used as a reward for behavior.

(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.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

We believe that children learn through experiences. We believe that the teacher must lovingly guide and direct the children to help them learn to cooperate with peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Keeping the children busy with a variety of activities.
- Using group management techniques such as limiting the number of children in each area of the room to avoid overcrowding and to allow for sufficient materials and the opportunity for constructive interactions
- Using a low ratio of adults to children. The state requires 1:14 for 4 & 5 year olds.
- Speaking with a child if his or her behavior is inappropriate for the area or material i.e. "We take the blocks down." "This is the way we use the paintbrush."

- Using positive language to give praise for appropriate behaviors and to recommend more proper behavior i.e. “I like the way you are sitting the nursery school way.” “Walk please.”

If a child continues to have problems cooperating in an area after these techniques are used, he/ she is directed to another area for a while i.e. “I’m sorry, but that is not the way we play in the sandbox. Please go to the puzzle table.” In Time the children learn that redirection means the behavior was not appropriate.

If group behavior is a problem, the area involved is closed and the group is broken up. The children are redirected to other activities.

If cleaning up is a problem for the group, the logical consequences technique is used i.e. “If we take a long time cleaning up because the teacher has to keep reminding you, then we run out of time for stories and other play.” This helps the children understand responsibility and consequence.

Sometimes just a touch on the shoulder can remind a child of your presence and put him/ her back to task. If a problem persists after all positive methods are used, the child is given a time-out (1-minute per year of age). This would indicate to the teacher that the parent should be informed and asked to assist working with the child.

Children with consistent difficulties are taken through the above procedures and the parents are counseled regularly. If necessary, outside assistance may be sought. Ultimately, the child could be dismissed from the program. Dismissal is seriously considered when the health, safety or welfare of the child, any other child, or group is at task.

Any form of hitting, corporal punishment, abusive language, and ridicule, harsh, humiliating or frightening treatment is against our philosophy. None of these behaviors will ever take place at the St. John School Prekindergarten.

We are consistent as possible with our classroom rules so the children know what is expected of them. This helps children be successful in class.

Rules and procedures will be introduced gradually. Give your child time to adjust to the school; don’t expect too much too soon. After a few weeks, you can begin to expect more. It is most important that this be an enjoyable experience. If you have a question about your child’s adjustment, please ask the teacher. Parents will be contacted if a serious problem should arise. This discipline policy applies to all staff as well as all parent helpers or (other helpers) in the classroom.

Safety Policy

Your child’s safety is our primary concern. The school staff will provide a safe, secure learning environment. **No child will ever be left alone or unsupervised.**

All cleaning supplies are kept out of the reach of children. Running in the classroom or school is not allowed. Cutting activities are always supervised and the children use appropriate scissors. Children are not permitted to climb on furniture or shelves. No weapons, real or toy are permitted in the classroom.

Keeping your child healthy and happy is a school effort. The teacher follows the health guidelines set up by the Ohio Department of Health. Handwashing is important to inhibit the spread of germs.

Daily attendance is kept.

A telephone is located in the front of the room for emergency calls.

The children participate in a monthly fire drill. A record of the fire drills will be maintained at the center and will be available for review by the administrator upon request.

A severe weather drill will occur at least five times a year.

A fire emergency and weather alert plans are posted in the classroom that explains the action to be taken and staff responsibilities in such cases.

When an accident or injury occurs, St. John School Preschool will complete a report in accordance with the rule 5101:2-12-40 of the Administrative Code.

Use of spray aerosols is prohibited when the children are in the center.

A staff member will immediately notify the local public children's service agency when a member suspects that a child has been abused or neglected.

If an emergency should arise during school, the following procedure is to be followed:

- a. If a child has to be taken to the hospital, the parent helper will obtain the child's medical record and call the parent, doctor or dentist and the hospital or clinic listed. **The child's file will be taken to the hospital.**
- b. If the child has to be transported by ambulance, the parent helper will ride with the child. The teacher remains with the other children.

Medication Policy

Administration of medicine to a student shall remain at all times the responsibility of his/her parent or legal guardians. Procedures have been established to work in cooperation with the student's parents or guardians and doctor if the administration of necessary prescription medication during the school year.

In the few instances in which medication must be taken by students during the school day, the following policy will be observed for the administering of any type of medication:

- A **Request to Administer Prescription and Non-Prescription Medicine Form** must be completed and signed by the child's doctor.
- Whenever prescription medication is administered to a child, it must be presented in its **original container** with proper labeling. Authorized personnel will then check the medication authorization form and administer the medicine accordingly. The medical authorization form is then placed in the child's record file.
- Absolutely **no over-the-counter medicines are given** by the teacher during school hours.
- Only a staff member or medical professional trained in the administration of medication may administer medication to a child.

Medical Emergency and Accidents

If an illness or injury occurs, a certified staff member will administer first aid and 911 will be called. When parents cannot be located, the parent's emergency contacts will be called. In case of an extreme medical emergency, 911 will be called.

Emergency Procedures

St. John School has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instruction posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the school does conduct monthly fire drills and periodic severe weather drills. **Should there be a need to evacuate in case of fire, we will exit the building and meet in the school Parking lot.** If severe weather strikes we will go to our "safe place" which is the hall wall next to the kindergarten class. **Our emergency evacuation spot is the gymnasium where we will wait for emergency personnel to indicate whether to remain there or evacuate to our secondary location which is the Saybrook United Methodist Church across from the school.** If the immediate area must be evacuated we will evacuate to Saybrook United Methodist Church or follow emergency personnel's advice. A sign will be posted in front of the preschool room or school door indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/ Communicable Diseases and CPR. In case of a minor accident/ injury staff will administer basic first aid and TLC. If the injury/ illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If the injury/ illness is life threatening, the EMS will be contacted, parents will be notified and the parent helper will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/ injury report will be completed and given to the person picking up the child on the day of the incident. Injury, if any of the following occur: the child has illness, accident or injury which requires first aid: the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs, which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The school shall also contact licensing personnel from the Ohio Department of Education office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to the licensing staff within three days of the incident.

In case of fire...

Quiet and organize the group to leave the room as practiced in the monthly fire drills. The teacher checks the possible source of the fire to determine the safest exit route. The teacher checks all rooms and sections of the classroom (cupboards, restrooms, gym, etc). The teacher checks the file as soon as possible after the exit and notifies a fire official of anyone present in the school that day that is unaccounted for outside. NO ONE STOPS TO COLLECT BELONGINGS. There are four exit doors which are marked.

In case of weather emergency...

Quiet and organize the group to leave the room as practiced. Walk out of the classroom door, turn right and stay against the inner wall (with no windows). All should crouch down in the "safety ball" position.

School closing due to inclement weather...

Please listen to the radio or television stations for information regarding St. John School being cancelled due to weather. Prekindergarten will be closed as well.

Communicable Disease Policy

Our teachers are trained to recognize the signs and symptoms of illness and are acquainted with proper hand washing and disinfecting procedures. **A ‘person trained to recognize the common signs of communicable disease’ means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.**

No staff member shall attend the school if he/ she exhibit signs of communicable disease. The administrator reserves the right to request a physician’s note for a staff member to return to work.

The teacher observes all children upon entering their group. The center will notify the parent/ guardian of a child’s condition if he/ she has been observed with the signs and symptoms listed on the chart below.

A child who is suspected of communicable disease shall be provided with a cot and blanket and isolated at the school office. No child will be left unsupervised.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian.

- Diarrhea (more than once)
- Severe coughing (whooping)
- Difficult or rapid breathing
- Yellow skin or eyes
- Conjunctivitis (pink eye)
- 100 degree temp
- Infected skin patches
- Undiagnosed rash
- Dark urine, grey/ white stool
- Stiff neck
- Lice, scabies or other parasites

A child will be isolated and observed with the following signs or symptoms. Parents or legal guardians will be notified.

- Unusual spots or rash
- Sore throat, difficulty swallowing
- Vomiting
- Discharging a child from the group

Observation will be kept on children with the following signs or symptoms.

- Minor cold symptoms
- Not feeling well to participate
- Mildly ill children may be observed

The child will be readmitted to the center after illness when symptoms causing his/ her discharge are relieved for 24 hours or if a doctor's permission is given.

The Communicable Disease chart is posted in the classroom. Parents will be notified both verbally by teachers as well as by means of written statement posted on the parent board regarding communicable disease exposure.

Child Abuse/Neglect Notification

The teacher is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agencies. A child will be safe from any form of abuse and neglect when in the care of the Prekindergarten teachers/adult helpers

Field Trip Safety

St. John School Preschool believes that field trips for the children are a vital part of the learning experience. Of course, there must be rules and guidelines to ensure everyone's safety.

There must be written permission from a parent/custodian for any child to include the child's name, the date of the trip, destination and signature of the parent/ custodian. The teacher will provide permission slips prior to the date of the field trip.

All child restraint system requirements must be met for each child. A child transported by his/ her own parent/ custodian must be in a restraint system unless he/ she are 4 years old and 40 pounds. If a child restraint system is not necessary, the child must use a seatbelt.

A first aid kit will be available on each trip and the teacher will be trained in first aid and will accompany the group on all field trips.

For each child on the field trip, an Emergency Transportation Authorization and Health Record must be taken along.

No more than three persons including the driver will be permitted to occupy the front seat of the vehicle.

No child shall sit in the front passenger seat if the car has an airbag.

Teachers are not permitted to drive on field trips.

Due to insurance regulations and restrictions, siblings are not permitted on field trips.

Attendance will be taken before leaving the school for the trip, upon arrival at the field trip destination and before dismissal of the field trip. Attendance will be marked upon a sheet created especially for the field trip. Please notify the teacher if you will be leaving before attendance is taken.

School Pictures

School pictures will be scheduled the same day as the school children. These are optional. Each family will receive an envelope with various picture packages available. Please return this to school promptly. You may dress your child up for the day. Activities planned for the day will vary accordingly due to dress and times scheduled for pictures.

Family Engagement

A child's family is very important to Saint John School. Listed are a few examples (but not limited to) that we have throughout the year to engage our families.

- Teachers send newsletters home; monthly, bi-weekly or weekly.
- Monthly School Newsletter/Calendar sent home.
- Grandparents invited to school for special events.
- Parents are invited to the classroom for activities.
- Parent Orientation at the beginning of the year.
- Parent/Teacher conferences held several times during the year.
- Parents/Guardians volunteer to help at class parties/special activities.

- Suggestions are sent home to parents to extend the lessons that help explain the Early Learning Standards.