

Our Lady of Perpetual Help Pre-School

Handbook 2022-2023

2255 Central Grove

Toledo, OH

Pre-school Telephone Numbers

School Office: 419-382-5696

Parish Office: 419-382-5511

Clinic: 419-381-9714

Fax: 419-382-7360

Mrs. Sue Robertson: Teacher (4 year olds)

Mrs. Cindy Wilczynski (3 year olds)

Mrs. Jane Nevers, Principal

Typical Preschool Day

Monday-Friday 8:00 am – 2:45 pm

Monday, Wednesday and Friday: All Day 8:00 am – 2:45 or

Half Day 8:00 am – 11:00

Maximum class size is 23 students in each Monday, Wednesday and Friday class of Four and Five years old.

Tuesday and Thursday: All Day 8:00 am – 2:45 pm or

Half Day 8:00 am – 11:00 am

Pre-K 3 and Pre-K 4 schedules may vary due to Specials.

Maximum class size is 13 students in each Tuesday and Thursday class of Three year olds.

Daily Agenda

Free Choice

Calendar, Weather, Prayer, Songs and Finger plays

Centers

Story time/Snacks

Prepare to go Home/Gross Motor

Peace room/Gym/Music/Computer

Arrival and Dismissal

For A.M. arrival enter the building from the Brookford Parking lot and enter through the breezeway by the gym. Please bring your child to the classroom between 8:00 and 8:10 am.

For security purpose the Brookford doors will always be locked. Anyone entering the school after 8:10 am will have to do so by using the doors facing the Anthony Wayne Trail. Then must report to School Nurse for a tardy slip

Preparation of the classroom is a vital element in an appropriate environment. For this reason, we ask that you respect the arrival time so we may adequately prepare for each day.

For dismissal the children will be walked out to the cars in the Brookford parking lot.

Morning dismissal is at 11:00 am PLEASE BE PROMPT!

Afternoon dismissal will be at 2:45 for preschool.

If you should ever be detained for any reason in the morning, please call the clinic at 419-381-9714. If you're detained in the afternoon your child will go to extended day and a fee will be charged.

PRESCHOOL HANDBOOK

August 2022-2023

This handbook is to inform you about Our Lady of Perpetual Help Preschool. It is to be used in conjunction with the School Parent-Handbook.

The OLPH Preschool Program is play-based and designed to allow children to grow as individuals at all levels. We strive to create a positive and challenging environment where all children can be successful and happy.

As parents and educators, we have the wonderful job of helping children make sense of the world around them. Together we can help your child develop a positive outlook toward school. We are happy to have you and your children as part of the OLPH family.

Teachers: Mrs. Sue Robertson and Cindy Wilczynski

Principal: Mrs. Jane Nevers

Pastor: Father Manoj Mammen

OUR LADY of PERPETUAL HELP SCHOOL MISSION STATEMENT

Our Lady of Perpetual Help School, a Roman Catholic elementary school, is part of the educational ministry of Our Lady of Perpetual Help Parish. We are committed to the development of the whole child, through faith formation, academic excellence, and Christian values, in order to help our children live out the Gospel message

Children will learn the importance of loving God, themselves, their families, their friends, and all living things. Children will be taught to take good care of God's earth and the gifts God has given us.

Philosophy

Our Lady of Perpetual Help Preschool is committed to providing a rich and creative learning environment based on the theories and philosophy of "The Creative Curriculum".

Social-emotional competence is a significant factor in school success. Children will be given responsibilities and meaningful jobs in the classroom. Children will be taught to understand their own and other's feelings, express their emotions appropriately and build relationships with others and behave pro socially in groups. Turn taking, sharing and cooperation will be modeled by the teacher.

Tuition Policy

The School Council/Parish Finance Committee determines tuition for the year before registration takes place. In order to secure registration, all materials, plus the registration fee must be turned in by a published date. Payment of tuition at Our Lady of Perpetual Help can be made by:

Prepaid tuition money due in the office by a published date. If paid cash, parents are responsible for getting and keeping receipts.

Smart tuition is optional for all Preschoolers.

The registration fee is non-refundable.

Transportation

Transportation is the responsibility of the parents. Those desiring car pools may choose to make suitable arrangements. *(If someone other than the regular driver is to transport your child, a written note must be sent to school Children will not be released to an unauthorized person.)*

Roster

A roster of the preschool is published each September. Your child's teacher has a master copy of his/her class roster. The roster is available upon request. Any parent may request that their name, telephone number and/or address not be published.

School Closing

The Preschool calendar is the same as OLPH K-8 Catholic School, except that preschool starts the day after Labor Day in September and preschool ends in late May. In case of inclement weather, please listen for a TV or radio announcement regarding the Toledo Public and Catholic Schools. No morning Preschool with the exception of all day Preschoolers. All day preschool will begin at 10:10 when there's a 2 hour delay.

Clothing

Please send your child dressed to play. Many of our activities involve paint, glue, water, sand, etc. and the children may become worried if their "best" clothes are soiled. Parents can eliminate this concern by saving those special outfits for special occasions.

Change of Clothes

In case of illness or a potty accident, the State of Ohio requires that parents provide an extra change of clothing for their child. This should include a top, bottom, underpants, and socks. **ALL UNDERWEAR MUST BE LABELED.**

Rubber soled shoes are a must for using the play equipment. All sandals must have a strap on the back. Do not send your child to school in clothes with belts or buckles, unless your child can manage these when using the restroom.

Snacks

A monthly snack calendar will be sent home with your child. Parents will be required to supply a snack for their child's class that supplements food served at home and meets the daily nutritional needs of the child's class, as prescribed by the U.S. Department of Agriculture meal patterns. Preschool 3s bring in their own lunch.

Our lunch program includes the necessary food sources. Snacks and packed lunches, being provided by our families, also need to meet these requirements. Hot Lunches are available for a small fee.

A choice of two of the groups listed below must be served for snack:

Meat/meat equivalent group, bread/bread alternatives group, Milk group or Fruit/vegetable group.

If you have any questions regarding the above nutritional guideline, please consult the suggested list of nutritious snack you received or ask the teacher. The school will provide your child's drink. It will either consist of 100% juice, water or milk as specified below.

A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times a week or with the meal required by this rule. Fluid milk shall be vitamin D fortified. Low-fat, Skim or dry powered skim milk shall be vitamin A and D fortified. Reconstituted dry powdered milk shall not be served as a beverage.

Birthdays

Due to food allergies, birthdays may be celebrated by bringing in non-food party favors to send home such as stickers, pencils, etc. In lieu of take-home treats, some of you may wish to send in individual juice boxes or a container of 100% juice. Another option, you could honor your child's special day with the Birthday Book Club. Each donated book will be personalized with a bookplate marking the occasion. Summer birthdays are celebrated throughout the school year.

Safety

The following policies are in effect at all times.

No child will be left alone or unsupervised/Faculty and staff wear photo identification badges so they are easily identified by all.

All visitors and volunteers must report to the school office to sign in and are given a visitor pass to wear during their stay.

From 8:00-4:00, there is very limited access to our building. Visitors must have an approved appointment and can enter the building ONLY at the school entrances and MUST go directly to the office to sign in, NO ADULTS OTHER THAN STAFF ARE PERMITTED IN THE SCHOOL DURING SCHOOL HOURS.

Diagrams showing evacuation are posted in the classrooms

Staff members are trained in the implementation of procedures in the event that an emergency should take place that affects our school community. Parent who would like to review these procedures may request a copy from the school office of the “Emergency Action Plan” and/or the “Crisis management Policies and Procedures” flip chart.

The use of aerosols is prohibited when the children are in attendance. In accordance with rule 511:2-12-49 ORC: An incident report will be completed when an accident or injury occurs or syrup of ipecac is administered

Telephones are accessible in: classrooms, parish office and school clinic.

During field trips, children are required to wear seat belts.

The Ohio Child Restraint Law requires: Any child 7 years old and less than 4’9” tall must be appropriately restrained in a federally approved seat or booster seat.

No child will be allowed to sit in the front seat.

On field trips your child will wear a name tag with school’s name, address, and phone number.

First Aid kits and Emergency Medical Forms will be taken along in case of an emergency.

A staff member trained in child abuse and neglect is always available. School personnel are mandated reporters and required to notify local agencies whenever child abuse or neglect is suspected.

Emergency School Closing

If there is a situation in which we must evacuate and close the building during the school day, it is required for parents/guardians to make necessary arrangements for immediate pick-up.

Upon the safe return to the building or arrival at a sheltering facility, students will only be released to parent/guardians through the school office. Names will be recorded upon release.

General Health Policies

The state of Ohio requires the following for each child:

Immunization Record, Health examination records, Emergency Medical Forms (Due the first day of School)

Physician's name, address, phone number signature. Medical Statement signed and dated by a licensed physician. Proof of Immunization, minimal requirements are:

3 Hepatitis B

Hib3 or 4 doses depending on the vaccine type

Dentist, list of allergies, chronic physical problems and history hospitalization, list of any medications, food supplements, modification in diets or fluoride supplements currently being administered to the child.

MEDICATION ADMINISTRATION:

Label attached to original container, licensed physician or dentist, full name current date, exact dosage, plus means of administration, sign a written care plan that is good for 12 months and that lists any possible side effects.

Each time medication is administered it will be recorded, time, date and dosage.

Attendance

The Missing Children's Act requires all parents to notify the school when a child is to be absent. Please call the School Clinic. A note required with an explanation is required upon return. The clinic is open to administer first-aid and medical help for minor illnesses and accidents. The clinic does not administer medication or diagnose illness, rashes or communicable disease. They will only suggest.

In Case of Severe Emergency or Accident:

All First-Aid/CPR trained personnel will report to all severe emergency or accidents.

If 911 is called, parents or guardian will also be called immediately.

The Principal/Designee will accompany the victim to medical facility with EMS and make any arrangements to meet the parents or emergency contact at the hospital.

Communicable Disease and Illness

For the safety of all, any child with the following symptoms should not be sent to school:

Fever 100°, severe coughing, difficulty breathing, yellowish eyes, redness of eyes, discharge of the eyes, matting of the eyes, itching, infected untreated skin patches, dark urine, grey or white stool, stiff neck, lice, scabies, or parasite infestation (see handbook), vomiting, diarrhea, unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature or vomiting.

A child with any of the following signs or symptoms of illness will be isolated immediately from other children and a decision whether the child should be discharged immediately or at some other time during the day will be determined by the principal and the parent or guardian. A child must have a normal temperature for 24 hours before returning to school.

An ill child will be isolated and supervised at all times by a staff member in the clinic. The child will be made comfortable, observed and monitored carefully for worsening conditions while the parent/guardian is called to pick up the ill child. Upon departure from the school, the parent/guardian will be notified that the child is exhibiting signs or symptoms of illness. Once diagnosed by a licensed physician the school will also notify parents/guardians within the next day of school operations, in writing if their child has been exposed to a communicable disease. Examples of some common communicable diseases are Pink Eye, Ring Worm, Chicken Pox, Lice, etc. The school will follow the current version of the Communicable Disease Chart for appropriate management of suspected illness. This chart is posted on the wall to the right of the classroom door and in the clinic.

Children who are “mildly ill” who maybe experiencing minor common cold symptoms but none of the symptoms specified above or children who do not feel well enough to participate in activities, will be made comfortable and monitored by the teacher for worsening conditions. Upon dismissal or sooner the parent or guardian will be informed of the child’s health.

There will always be at least one preschool staff member in the building at all times that has been trained in first aid, the detection and prevention of infectious disease, and in proper hand-washing and disinfection procedures. A child must be fever free for 24 hours before returning to school.

Discipline

The discipline policy at OLPH is to speak individually to a child when it is necessary, explain why the behavior is appropriate and redirect the child to a more meaningful and productive activity.

If a child’s behavior repeatedly requires disciplinary action and attempts at redirecting have failed, the teacher will isolate the child from the group by asking him/her to sit in view but apart from the others. At this point, it is explained that he/she may rejoin the group whenever he/she is ready to follow the rules. If all

efforts to promote productive behavior fail, a conference with parents will be requested.

We set reasonable limits and maintain them consistently. We do not allow abusive language, running, throwing, biting, hitting, or other disruptive behavior. Corporal punishment is never used.

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

- no discipline shall be delegated to any other child

- 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.

- no child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.

- no child shall be subjected to profane language, threats, derogatory remarks, about him or his family or other verbal abuse.

- discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.

- techniques of discipline shall not humiliate shame or frighten a child

- discipline shall not include withholding food, rest or toilet use

- 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 preschool staff member in a safe, lighted and well-ventilated space.

- the school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in OLPH School shall receive the school's written discipline policy.

Conferences

Personal conferences are scheduled twice a year. These conferences include an evaluation of the child's progress as well as an opportunity to share concerns and ideas for working together in the best interest of the child. If you have questions or concerns, feel free to contact your teacher. Conferences can be requested at any time throughout the year.

Newsletters

A monthly newsletter will keep you informed of our many activities. In addition, newsletter and communication packets from the school office will be sent home every 2 weeks. Communication between home and school is a valuable tool that can help make everyone's year more successful.

Parental Participation

Parents are welcome at the school. In fact, parents are invited to participate in our program. All visitors are required to check into the school office for our current guidelines. Occasionally, drivers for field trips are also needed. An extra pair of helping hands is always welcome. **Please do not sign up to help in the classrooms or attend field trips unless you have found alternative childcare in advance for your younger children.**

State Inspections

Our preschool program is licensed to operate legally and is inspected by the Ohio Department of Education. The most recent written compliance report is posted in the hallway next to the door of the preschool room. Copies of the inspection reports are on file in the school office. By contacting the school office parents may request to view these inspection reports.

State Regulations

If there are concerns about the preschool program, contact the preschool teacher first. If unsatisfied contact the school principal. In the event a problem has not been resolved satisfactory by the principal, parents may call Catholic Schools' Office, Mrs. Marty Hartman at 419-244-6711, ext. 615 and/or Early Childhood Education State of Ohio at 419-466-0224.