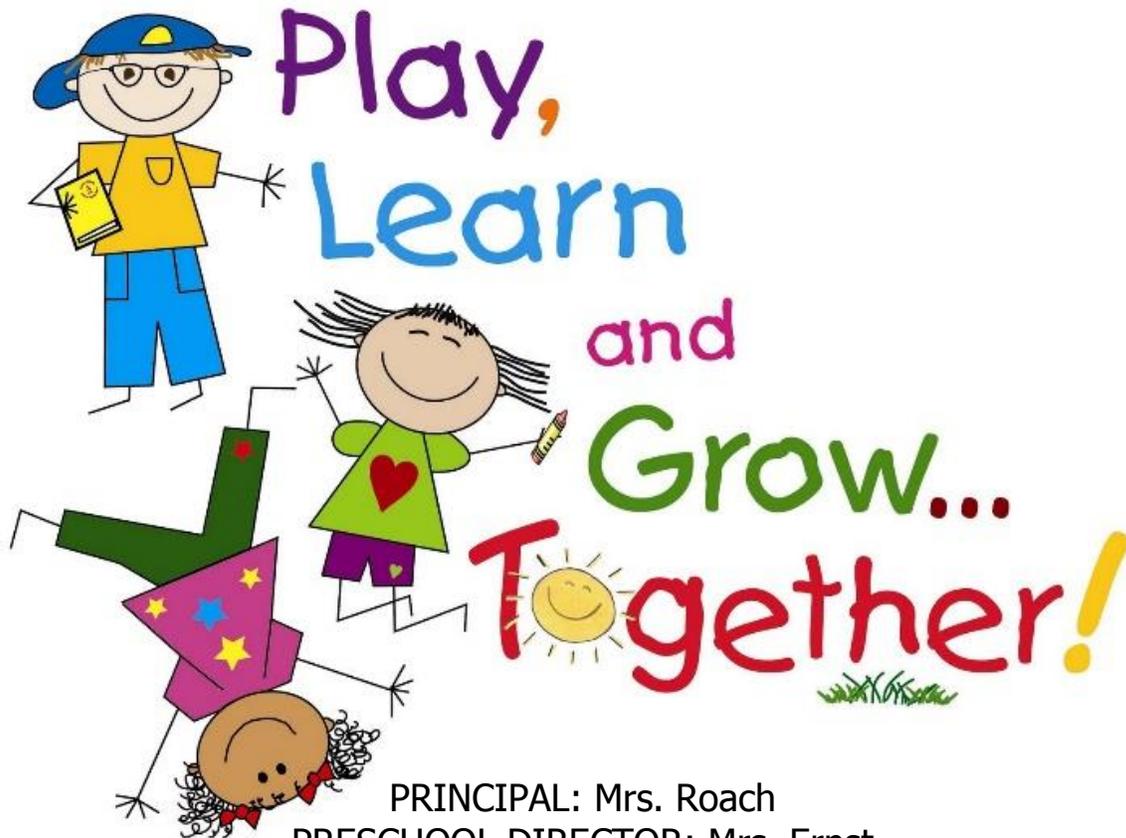


John Paul II Catholic School  
Preschool  
Parent Handbook  
2018-2019



PRINCIPAL: Mrs. Roach  
PRESCHOOL DIRECTOR: Mrs. Ernst  
PRESCHOOL TEACHER: Miss Roettker & Miss Borchers

**Telephone Numbers**

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Absence Line	728-3104
School Office	521-0860
Religious Education Office	728-3105
School Nurse	521-0774
Cafeteria	728-3109

9375 Winton Road, Cincinnati, Ohio 45231

## Introduction

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The John Paul II Preschool welcomes all families and students. We strive to create a learning environment that fosters growth for our students, academically, emotionally, and socially. Students, ages 4 and 5, are engaged in age-appropriate activities and lessons. Children are encouraged to actively participate in activities that will nurture their curiosity and wonder. Our classroom provides a curriculum that allows students to explore topics, through play, centers, and instruction. We hope all students will feel welcome and successful as they enter their school years.

**Handbook Statement:** This handbook has been written to provide a framework for the policies for the operation of John Paul II Preschool. The administration reserves the right to amend, waive, and/or deviate from any regulations for just cause at his/her discretion. Parents will be given notification if changes are made.

## JPII Preschool Philosophy

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A quality early childhood education can produce substantial gains in children's learning and development. Our philosophy of Early Childhood Education is that children should learn through play in a positive, developmentally appropriate, and hands-on environment which fosters the social-emotional, motor, cognitive, and language skills of each individual. Through active exploration, children are encouraged to be curious, to explore, and to problem solve in an atmosphere of warmth, safety, and respect.

It is our belief that providing this education within the framework of a Catholic education also develops the foundation of faith which they will carry with them as they grow.

## Goals

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It is our goal to meet the needs of each child in the following ways:

1. Our staff will provide a safe and nurturing environment in which discipline is handled consistently and in a way that encourages self-regulation.
2. Our teachers will work with students to support the development of positive relationships with peers and adults.
3. Our activities will use a variety of materials and equipment that fosters large and small motor development. Additionally, students will be experiencing literacy, math, science, social studies, music, movement, dramatic play, and art activities that are selected purposefully to develop the whole child.
4. Our activities will work to help children develop language growth in which children are provided with activities and experiences that foster socially appropriate conversation and problem solving skills.
5. Our religious activities will be designed to instill a love of God, and an understanding that God has created us and the world that we live in because He loves us.
6. Our teachers will work to create a team to create a bridge between home and school through regular communications and conferences twice a year.

## Licensing and Inspection

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The John Paul II Preschool is licensed by The Ohio Department of Education, Early Childhood Division. Our State License is posted on the bulletin board outside of the classroom and is available for review at any time. Our licensing record is available from the Ohio Department of Education upon request from the director. A copy of rules for the preschool program can be found in the office, or online at the ODE website. Should any person suspect a violation of the Administrative Code by the school please phone the Ohio Department of Education at 877-644-6338.

## General Admission Policies

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1. John Paul II Preschool is an equal-opportunity program for young children and is licensed by the Ohio Department of Education. All are welcome regardless of gender, race, religion, ability, or national origin.
2. Admission shall not be denied based solely on ability or achievement or physical limitations. However, since our school does not have the educational facilities to meet the instructional needs of the physically impaired, they shall not be admitted unless special arrangements have been made between the parents and the school administration.
3. Due to the structural design of the existing buildings, it may not be feasible to accommodate all children with special needs.
4. The registration of children with special needs will be reviewed annually between administration and parents prior to the acceptance of registration.

## Preschool Admittance Policy

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1. No child may be admitted to the Preschool at JPPI unless s/he is 4 years of age on or before September 30 of the year of admittance. Children who become 4 between October 1 and January 1 inclusive, are considered underage.
2. All children must be potty trained prior to the first day of school.
3. Admittance to the preschool program at JPPI is on a first come, first served basis with priority given to:
  - a. Preschool students who have a brother or sister presently enrolled at JPPI.
  - b. Preschool students whose parents/guardian are parishioners in good standing.
  - c. If all openings are not filled using the first two categories, acceptance is based on a first come, first served basis.
4. When registration exceeds class size limitations, priority level and date of registration will determine admission, and a waiting list will be developed accordingly.
5. Registration will begin on the last Sunday in January during Open House.
6. As with grades K through 8, registration for preschool (whether full day or half day) requires a non-refundable fee (per family). A portion of the registration fee is credited toward tuition.

### **Notice of Acceptance or Non-Acceptance**

Parents or guardians registering new student(s) for JPPI, regardless of grade level, will be notified by the school of the acceptance or non-acceptance of their child(ren).

Those persons on the waiting list seeking to enter JPPI in the following year must re-register during the designated registration period.

## General Safety

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- All children will remain under constant adult supervision while at John Paul II Catholic School. State ratios will be maintained or exceeded at all times.
- There is a telephone located in the office and classroom for use in case of an emergency.

- A nurse and/or a staff member are trained in first aid, CPR, recognition of communicable diseases, and medication administration are available on the premises at all time. A first aid kit is always available in the classroom.
- A plan is posted in all classrooms which explains action to be taken in case of fire emergency and weather alerts.
- Use of any spray aerosols shall not occur while there are children in the classroom.
- The teacher or aide shall immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
- When an accident or injury occurs, the school shall complete a report in accordance with Rules 5101:2-12-49 of the Administrative Code.

## Preschool Program Ratio and Class Size

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John Paul II Preschool is available for children who will turn 4 years old before September 30<sup>th</sup>. Our program includes support for multiple ages and abilities in the classroom. The curriculum and teacher works to reach students of multiple ability levels as student ages will overlap in the classroom.

The ratio is 1:14 children with a maximum of 20 children per class. An assistant teacher will be in the classroom at all times if class size reaches 15 children.

## Teacher Qualifications

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The director and the lead teacher have college degrees and are certified in Early Childhood Education, and are CPR and First Aid certified. Additionally, they hold VIRTUS certification through the Archdiocese of Cincinnati, and have completed the FBI and BCI background checks. The staff regularly attends seminars and workshops for early childhood educators.

## Curriculum

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John Paul II Preschool follows the Ohio Early Learning Content Standards as well as the Graded Course of Study prescribed by the Archdiocese of Cincinnati. The curriculum focuses on the following domains: Social-Emotional Development, Oral Language and Vocabulary, Emergent Reading, Emergent Writing, Mathematics, Science, Social Studies, Fine Arts, Physical Development, and Technology. Student development will be assessed both formally and informally throughout the school year. We will also collect information for the Early Learning Assessment throughout the year. We will use this information to ensure that children are on the path for kindergarten readiness.

## Arrival and Dismissal

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Our school day begins at 8:45 am. Children should be brought to the classroom each morning. Parents/Guardians are asked to park in the side lot on the south side of the building (closest to the preschool classrooms) and walk the students to the classroom. Students may arrive from 8:25-8:45 am. We do offer before school options for Preschoolers.

When walking your child to the classroom, please say goodbye outside the door with a quick hug and kiss. This makes separation easier for your child. If your child begins to cry, the teacher will comfort your child. Older siblings can be dropped off at the same door as their preschool siblings.

Pick up procedures:

If a student is half-day, they can be picked up from the office at 11:30 am. Half-day parents/guardians may use the front parking lot for mid-day pick-up.

Full day students will be dismissed from the classroom between 3:15-3:25 pm. Parents should enter the building at the preschool entrance on the south side of the building. Parking will be available in this side lot.

Parents will be required to sign their child out upon dismissal. No one other than the custodial parent is permitted to take any child without written notice from the parent. For this reason, we require that parents fill out the car pool note, so that the teacher can have it on file. As required by State Licensing rules, anyone other than a custodial parent will need to show a picture ID before the child will be released. No child will be release to anyone under the age of 18 years old.

If there are any last minute changes in transportation, please call the school office.

If you have older children to pick up, please proceed to the north lot to pick up your older child from the designated pick-up spot.

## Attendance

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Attendance is recorded each day by the classroom teacher and the data is kept in the school office. Parents are asked to call the office by 9:30 am to report an absence. If the parent does not call, the office will call to check on the child's whereabouts. **CALL 728-3104 TO REPORT ABSENCES! This line is available 24 hours a day.**

## After School

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Extended care is offered for preschool students. Preschool students are monitored by certified staff members from the Powel Crosley YMCA. The program is limited to students of John Paul II. The Preschool program is run separately from the K-8 program.

## Child Abuse Policy

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Approved by Archdiocesan Commission on Education 10-13-86

1. All suspected instances of child abuse or neglect shall be reported by the principal to a designated governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certified personnel and school employees.
2. If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the Archdiocesan authorities as well. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall notify the Chancellor and/or religious superior.

## Communication

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In an effort to simplify communication between home and school, we have instituted a weekly JPPII App posting which contains the school newsletter and fliers. Each teacher also has a blog on the app which allows for weekly classroom communication. Please read the postings thoroughly to be knowledgeable on school-wide and classroom news and events.

Staff will be available to answer brief questions at drop-off and pick up, but parents are also encouraged to email the teacher or set up an appointment with more extensive questions and concerns.

Teachers are not free to accept phone calls while teaching. Parents are welcome to leave a message via voicemail for the teacher, and calls will be returned within 24 hours.

Progress reports will be completed by the teacher in November, February and May.

Conferences will be scheduled in November and March/April. Conferences can be schedule at the discretion of the parents or the teacher upon request.

At any time during preschool operation, custodial parents or guardians are welcome to visit the program and observe their child.

According to Federal regulations, non-custodial parents have the right to receive information regarding their children and to see the children's records. This is prohibited ONLY if specified in the divorce and custody decrees. In order to protect you and your child, divorced or separated parents are required to furnish the school with a notarized copy of the custody section of the divorce decree.

## Daily Class Schedule

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An established daily routine is important to help young children feel secure in their environment. While the teacher does have the right to change her schedule to meet the needs of her class, a typical daily schedule is as follows:

8:20-8:50	Arrival & Announcements
8:50-9:10	Greeting and Morning Meeting
9:10-9:50	Center Rotation: Literacy, Math, Fine Motor
9:50-10:00	Restroom Break
10:00-10:20	Prayer and Snack Recess
10:20-10:50	Whole Group Literacy (story, introduce Letter People, etc.)
10:50-11:20	Center Rotation: Writing/Art, Dramatic Play, Sensory
11:20-11:35	Clean up, Restroom Break, and Half Day Dismissal at 11:35 am
11:35-12:00	Lunch
12:00-12:20	Recess
12:20-12:30	Restroom Break
12:30-1:30	Nap / Quiet Time
1:30-1:50	Story or Guided Dance (Library on Tuesdays)
1:50-2:30	Specials – Gym/Music
2:30-2:50	Group Activity
2:50-3:10	Center Rotation
3:10-3:30	Clean Up/Dismissal

## Dress Code

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Preschoolers experience many hands-on activities. Please send students in clothing that allows them to play and explore comfortably. We may have messy days, so be sure that the clothes may get dirty. Keep in mind, your child will need to have clothes with ease for toileting purposes. You will also be asked to provide a set of clothes which are seasonally appropriate, in case any changes may need to be made during the day. Please mark these with your child's name and place them in a gallon size Ziploc bag. Students are asked to wear gym shoes daily as they will be running around outside. The students will go outside daily (weather permitting). Therefore, the student needs to be dressed appropriately with the necessary layers to provide warmth and comfort. Winter coats, hats, gloves, and scarfs are encouraged in the cold months. Do not assume we will stay inside on cold days. We want the children to get some fresh air and play frequently.

**Please mark all clothing (coats, jackets, sweaters, hats, etc.) with your child's name.**

## Discipline Policy

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We want all students to feel welcome and safe at school. Teachers will work hard to help students make good choices and develop social skills needed for life. The teacher will be there to set boundaries for our students, but still allow them to foster their natural curiosity. The rules of the classroom will be reasonable and fair leading way for a safe environment where students feel respected and secure. The limits and rules of the classroom are to help nurture a child's social development, recreational skills, knowledge of health

and safety, and personal growth. We believe in positive reinforcement, to help students learn appropriate behavior and to encourage them to act accordingly. Preschool children are still learning social and emotional skills and sometimes mistakes are made. No child will be reprimanded for not eating, sleeping, or toileting accidents. Teachers will handle discipline with patience, understanding, and fairness. It is an on-going process to help our students learn and grow.

Students and teachers will work together for conflict-resolution. Teachers will use such strategies as modeling, redirecting, talking with the students, and positive reinforcement to help resolve conflicts. If consistent inappropriate behavior is occurring the teacher, parents/guardians, and administration will meet to find a solution to resolve these issues which may result in the student's withdrawal from the JPII Preschool Program. All disciplinary action is at the discretion of the administration.

John Paul II strictly adheres to the guidelines set forth by the Ohio Department of Education Licensing Code. That code requires us to publish the restrictions regarding discipline. The Ohio Department of Education Preschool Discipline code is 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.

## Emergency, Safety, and Security Procedures

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### **Crisis Plan**

John Paul II has a crisis plan in place that ensures the safety of all students. The plan is reviewed yearly, with faculty and emergency personnel. All staff and faculty are appropriately trained to carry out the plan in the case of an emergency. The plan is not made public for security reasons. (Refer to Student-Teacher Handbook for more detail).

### **Fire, and Tornado Drills**

Monthly fire drills are conducted throughout the school year. Tornado drills will be held in the spring of each year. There will be directions posted in each classroom to instruct occupants where to go in case of an emergency. Teachers will escort the students to their specified safe zone. We ask that all adults who are in the building at the time of a drill follow the safety rules.

### **Lockdown Drill**

A lockdown will occur if there is immediate danger outside the school building or if an intruder has entered the building. During this time all efforts are made to keep all students safe either by being secured in their classrooms or evacuating the building to a safe location. These drills are conducted three times per school year. If this type of situation should arise, we will make every possible effort to notify you through our automated call system.

### **Security**

The doors of our school are locked each day. All visitors need to report to the office to gain access to the building. Parents are encouraged to participate in their child's education and will need to sign in at the office upon arrival. Students will also need to be signed in and out of the classroom at arrival and dismissal of each day.

## Shelter in Place

Shelter in Place is a safety procedure designed to help protect the staff and students at our school during a serious airborne hazardous material emergency. It means taking shelter inside the school until the danger has passed. The goal of the Shelter in Place is to prevent contaminated outside air from entering the school for the duration of the incident. It is important to keep students in school during a hazardous material emergency. During this time no student will be allowed to leave the building nor will anyone be allowed to enter. If this situation should arise, you will be notified through our automated call system.

## Emergency Closing Plan

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Should school be closed or delayed due to inclement and hazardous weather conditions, parents and students will be notified through an automated call system, the JPII App, school website, or radio and television announcements. Any announcements concerning JPII will be made by the school administration.

JPII will announce a **one/two-hour school delay** if safety dictates. **THERE WILL BE NO HALF DAY PRESCHOOL IF THE SCHOOL IS ON A 1 or 2 HR DELAY**

JPII school delays will be:

- 1 Hour Delay – School will begin at 9:50 am with arrival no earlier than 9:20 am.
- 2 Hour Delay – School will begin at 10:50 am with arrival no earlier than 10:20 am.

If the weather continues to deteriorate, it is possible that the delay will be changed to a school closing.

## Emergency Early Dismissal

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Students at JPII live in various school districts around the area. On rare occasions, one or more of the school districts may decide to dismiss students before the end of the regular school day due to inclement weather. JPII has no input and is not consulted in that decision. When a school district decides upon an early dismissal, that school district automatically sends its buses to pick up JPII students from that school district. An automated message will be sent out to notify parents of this change. Unless we receive acceptable written instructions to the contrary, JPII has no choice but to dismiss its students who reside in those school districts, allow them to board the buses, and allow them to be taken home.

When a school district decides to have an early dismissal because of inclement weather, that decision is broadcast on the radio, television, and our website. On days when it appears possible that inclement weather may cause an early dismissal, parents must listen to the radio and television for information about the specific school district in which they reside. An automated message from JPII will be sent to all parents about this change. It is imperative that you listen to those messages in their entirety.

We require that each family develop written instructions for their children on what to do in the event of an unexpected early dismissal. Forms will be sent home for this purpose.

**If another type of emergency situation were to arise (i.e., fire, tornado, bomb threat, gas leak, etc.), JPII will seek and follow the advice of safety personnel such as the police and fire department. Parents must ensure that their home and business telephone numbers as provided to JPII are kept current. Failure to provide JPII with new or changed telephone numbers makes it impossible for JPII to notify you in case of an emergency.**

## Enrollment Forms

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In accordance with Ohio Department of Education Licensing Rules, the following forms **must be on file for your child to attend class:**

1. Child Enrollment Form
2. Medical Statement signed by your child's physician dated within twelve months prior to the first date of attendance, which includes your child's vaccination record. Thereafter, this form must be renewed within thirteen months of the previous certificate.
3. A copy of your child's birth certificate
4. Signed acknowledgement of receipt of Preschool Handbook
5. A Car-Pool List and Consent Form

In addition, the following may be required:

1. In the event of a custody agreement, custodial parents must provide a notarized copy of the custody agreement.
2. In the event that your child has a special medical condition, you must submit a plan for treatment and care.

## Early Intervention Recommendations

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Sometimes, a child may exhibit atypical behavior(s) which may warrant us to evaluate and assess the child's actions in the classroom. When this occurs, a variety of factors will be considered in this process. Input from the child's parents will be valued, as we do recognize that you know your child best. Observation notes and recommendations from classroom teachers and other staff members will be solicited. An assessment(s) may be administered or recommended by preschool staff that evaluates the behaviors being displayed. Cognitive skills, social and emotional maturity, motor development (both fine and gross), and speech will be examined. John Paul II Preschool may also request a written opinion from a child development specialist, such as a pediatrician or a child psychologist as a part of this process. It may sometimes be suggested that a parent seek an evaluation from another source (i.e. a public school district or a pediatric therapy clinic) that may be able to provide additional or alternate therapy.

It is our sincere desire to recognize our students' developmental strengths and weaknesses and foster areas of growth. Many studies point to how beneficial early intervention can be in assisting children who are displaying actions and tendencies that are atypical. With the assistance of parents and other professionals, we strive to teach the whole child at John Paul II Preschool and meet all of their needs.

## Health Procedures and Policies

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### Administering Medication Policy

Most medication can and should be given at home. Stock medication is not kept in the school health clinic for routine use. The providing of medical care to students is the responsibility of the parents and will not be assumed by the school. Whenever it is absolutely necessary that medication be given to the student during the school day the following will apply:

- According to school policy and the State of Ohio law, **all medications** requires the written consent of the parent/legal guardian and a doctor's order before any medication can be given at school. This includes **both prescription and over-the-counter medication** such as (Tylenol, Motrin, skin creams, ointments, eye drops, etc.).
- A copy of the "Administration of Medication" form is available on the app and in the school clinic. If your child needs medication at school, take this form to their physician and have it filled out and bring to the school clinic. Please make sure that the form is filled out completely and both the physician and parent/legal guardian signs the form before it is sent to school with the medication.
- The physician's order and parent written request is valid for 1 school year. A new order and request must be obtained at the beginning of each school year.
- For any change in dosage or time a medication needs to be given, etc., a new physician's order needs to be provided.
- In accordance with Ohio law (ORC 3313.713), the physician's order must include the following information:

- The name and address of the student
  - The school/class in which the student is enrolled
  - The times or intervals at which each dosage is to be administered
  - The date the administration of the drug is to begin
  - The date the administration of the drug is to cease
  - Any severe reactions that should be reported to the MD and a phone number at which the prescriber can be reached in an emergency.
  - Special administration or storage instructions of the drug
- **All prescription medications must be in the original container** and have an affixed pharmacy label including the student's name, name of the medication, dosage, route of administration and time of administration.
  - **All over-the-counter medications must be in the original container** labeled with the student's name and have an expiration date.
  - Medication in plastic baggies or other non-original containers will not be administered.
  - Medication will be kept in a locked cabinet in the school clinic.
  - The school **will not** administer expired medications.
  - Students may not carry and administer medication of any kind.
  - Medications will not be stored over the summer. Parents will need to notify the nurse in regards to the transfer of medication from school to home. Any medications left in the school clinic at close of business on the last day of school will be destroyed. **To reach the nurse directly, call 521-0774.**
  - If you feel your child needs these medications and you do not have a doctor's order, you can come to the school and give them to your child.
  - **Sunscreens:** Sunscreens are best applied at home by the parent/guardian, before your child comes to school. If a sunscreen is to be administered by school personnel, it must be provided by the parent. It is treated as any other non-prescription medication, including the need for written physician's authorization. If your child is participating in a school event that may involve prolonged sun exposure such as a field trip, please contact your child's teacher or the school nurse about additional sun protection such as hats, sunglasses, etc. during the activity. Your child's safety is a top priority to the school.
  - **Cough drops:** Most cough drops contain menthol as an active ingredient. Students may bring cough drops to school with a note from a parent and the cough drops will be dispensed by the classroom teacher or school nurse. Students should only bring enough cough drops for 1-2 days at a time.

### **Emergency Medical Authorization Forms**

Each student is required to have an Emergency Medical Authorization Form on file in the school office containing the following information:

1. Parent's or Guardian's name (s)
2. Complete and up-to-date address
3. Current home, work and cell telephone numbers
4. Emergency telephone number of a friend/relative who may pick up the student if the parent is unavailable
5. Physician's full name and telephone number
6. Medical alert information

Parents are required to notify the school at once if there is a change in emergency contact or medical alert information. If we are unable to reach the parents, a friend/relative listed on the Emergency Medical Authorization Form will be contacted to pick up the ill/injured student.

### **Special Health Concerns/Allergies**

#### **(For extended policy please refer to Parent-student handbook)**

If your child is allergic to any medication, food allergies, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse prior to the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers.

### **Nurse**

A full-time nurse, funded through state funds, is on duty during school hours. If your child should become ill at school or an injury occurs that warrants notification, the parent will be informed by the school nurse. An Injury Illness Report will be completed and signed by the parent to be kept on file at the school.

The nurse is also available for consultation regarding health concerns, as well as being a resource person for health-related programs.

### **Childhood Sickness/Illness**

We reserve the right to deny access for the day to any child who is obviously ill. This is for the health and safety of all children enrolled in the program. We ask that you keep any child that exhibits any of the following at home:

- Fever of greater than 100 degrees Fahrenheit within the past 24 hours
- Diarrhea (more than one abnormally loose stools with a twenty four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Redness of eye or eyelid, thick and purulent pus discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

If a child develops any of these symptoms while at school, the child will be sent directly to the nurse's clinic. The child's parent will be notified of the illness. The teacher has special training in recognizing communicable diseases. He/she relies on this training as well as the communicable disease chart posted in the preschool. Each child will be checked for signs of illness daily when he/she arrives. The nurse and/or teacher reserves the right to decide when a child is not well enough to be at the preschool.

### **Procedure for determining whether to send a child to school**

The decision to keep a child home from school when you think they might be sick is not always easy. The accordance with school policy, the following guidelines have been provided for your convenience:

- **Fever:** If a child has a fever (100.0 F or greater) the child should remain at home until he or she has been fever free for a full 24 hours **without a fever reducing medication** such as Tylenol (Acetaminophen) or Ibuprofen (Motrin, Advil). If a child is found to have a temperature greater than 100.0F while at school, he/she will need to be dismissed from school.
- **Vomiting and Diarrhea:** A child should remain at home until he or she has been without any episodes of vomiting or diarrhea for 24 hours. If a child has an episode of vomiting or more than one episode of diarrhea at school, he/she will be dismissed from school.
- **Cold Symptoms:** If a child has thick and green drainage, a persistent or productive cough, the child should remain at home. Please consider consulting a physician under these circumstances.
- **Pink-eye (Conjunctivitis):** Redness or swelling of the white of the eye, burning, itching, crusting of eyelids, or discharge from the eye(s) are symptoms of conjunctivitis which is

very contagious. If child has these symptoms he/she should remain at home until he/she has seen the doctor and has been on medication for 24 hours.

- Rashes: Skin rashes of unknown origin must be evaluated by a physician before a child is sent to school. A doctor's note stating that the rash is not contagious should be sent with the student upon return to school.
- Sore throat: If a child has a persistent or severe sore throat, he/she should remain at home. Please consider consulting a physician if there is fever, white patches on the tonsils, swollen sore glands, headache or stomachache as these may indicate a possible strep infection. If a child is found to have strep throat he/she should remain at home until 24 hours after starting an effective antibiotic.
- Head Lice: If a child has head lice, he/she may not return to school until all live lice and nits are removed from Hair. If a child is found to have head lice while at school, his/her parents will be contacted and he/she will be sent home from school. On the first day back to school, the child should come to the school clinic to be cleared for return prior to reporting to class.
- **If a child is not feeling well in the morning**, please do not send him or her to school especially during the flu season.

If you have any questions or concerns about these guidelines or health and safety policies, please contact the nurse in the school clinic at 521-0774.

### **Physicals and Immunizations**

Each student must have a medical record on file in the nurse's office by the first day of school. Every student needs to provide an immunization record completed by a physician. For students in preschool, a physician must update this file annually.

Sections 3313.67, 3313.37 of the Ohio Revised Code set forth mandated immunizations required for preschool through grade twelve. The State of Ohio requires the parent/guardian provide this information no later than the **fourteenth day of school attendance**. The following are the current Ohio Department of Health immunization requirements for attendance:

- DTap/DT/Tdap/Td (4-5 doses depending on age given; booster dose prior to 7<sup>th</sup> grade)
- Polio (3-4 doses depending on age given)
- MMR (Measles, Mumps, Rubella) (2 doses)
- Hepatitis B (3 doses)
- Varicella (chicken pox) (1-2 doses depending on age)
- MCV4 (Meningococcal) (1 dose prior to 7<sup>th</sup> grade)

Students not immunized in accordance with state requirements must be excluded from school until their immunizations are in compliance with Ohio state law. Any deficiencies in immunizations will be communicated to the parents who are then responsible for seeing that the student receives the required immunization(s) and that official documentation is submitted to the school nurse to be included in the student's health file.

### **TB Policy**

A travel questionnaire (completed each year by the parent) must be submitted for each student in order to determine the need for TB testing in accordance with Ohio State Law Revised Codes 3301.17 and 3301.13. If a TB test is required, the school nurse will notify the parents.

The following policy is based on requirements from the Hamilton County Public Health TB Control Unit in accordance with Ohio Revised Codes 3313.71 and 3701.13 and Ohio Administrative Code 3701-15-02.

1. The following students must provide documented evidence of having a negative TB test within 90 days of their first day of employment or enrollment in the school:
  - All foreign-born, newly enrolled students who have been in the USA for 5 years or less.
  - All foreign-born, newly hired staff that have been in the USA for 5 years or less.

2. The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test.
3. Students in the process of completing the TB testing may begin attendance or employment for no more than 30 days as long as they **do not** have TB symptoms as verified by a licensed physician or nurse.
4. If the TB skin test or blood test is positive, the person may remain in the school, but must provide proof of the following within 90 days of their first day of attendance or employment with the school:
  - a normal chest x-ray
  - verification from a physician of the absence of communicable tuberculosis

**Please note: A positive skin test does not indicate active TB disease.** Only those persons who display signs and symptoms of active TB disease, with or without a positive skin test, will be removed from school.

5. Any person with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest x-ray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse. **Repeated chest x-rays are not required in the absence of symptoms of tuberculosis.**
6. Retesting is not required unless the person returns to a high-risk country for at least one week in a non-tourist capacity. A "non-tourist capacity" is defined as:
  - a mission trip
  - staying with family/friends in a private residence
  - spending most of the travel time in a home of facility where the residents of the foreign country live

Any **currently enrolled student** who travels **at any time** to a high-risk country, as defined by the World Health Organization\* Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.

\*For a complete, up-to-date list of the "high-risk" countries as defined by the World Health Organization Global TB Control, please contact your school nurse.

## Lunch Program

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**All preschool students will eat lunch together in the cafeteria in order to build social skills and community.** Lunch time for all-day preschool students is at 12:05. Children will eat lunch in the cafeteria. Children may purchase lunch or pack a lunch. If you choose to pack your child's lunch, lunch boxes must be labeled with your child's name and contain ice packs necessary for keeping the lunch cold. We are not able to store lunches in a refrigerator. Lunches also need to be ready to eat, since we are not able to microwave lunches.

John Paul II Catholic School participates in the U.S.D.A.'s hot lunch program. Cafeteria menus are posted on the JPPI App. Milk, juice, and snacks are also available to students who pack their lunch. Soft drinks/carbonated drinks (in any container) and fast food are not permitted in the cafeteria.

Information about prepaid lunch options and Free and Reduced Lunch Forms are sent home in the beginning of the school year. If necessary, an increase in cost of lunches may be established by the Food Service Manager. Written notification will be given. Payment for lunches can be done on-line or by sending cash or check to school in an envelope clearly marked with your child's name and grade.

## Naps

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Students in the full-day program will participate in a nap/rest time. We recognize that each child has different needs and may be at a different activity level. After lunch and outdoor play time students will come in to a quiet and peaceful environment. Students will rest on their cots with lights dimmed and calming music. After a short resting time, students who wake before others or those who do not fall asleep

will be taken to another part of the classroom to participate in quiet activities or small group time. Children who fall asleep will be gradually awakened as quiet time comes to an end.

## Parent/Teacher Conferences

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Formal conferences will be scheduled for the fall and spring. Written progress reports will be given to parents at the end of each trimester. Besides formal conference days, the teacher may request a meeting with the parents at any time during the school year to discuss a student's progress. Along with teacher websites, and school newsletters, we encourage frequent communication between school and family throughout the year.

## Parent & Volunteer Involvement

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The Archdiocesan Decree on Child Protection requires all school volunteers and employees to attend **the Archdiocesan VIRTUS Training and register on Selection.com. To ensure a consistent learning atmosphere we cannot allow non-school age children to accompany parents when they volunteer (lunch room, classroom, and fieldtrips).**

These two items are required in order to be considered to volunteer at any time during the school year. Please check the bulletin for VIRTUS opportunities and how to enroll.

Parents are welcome at any time in our classroom. Other visitors need to schedule a time with administration/ office staff and the teacher. We would love to foster a partnership between the teacher, families, and community.

## Parties

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Classroom parties are permitted for special occasions in preschool at the discretion of the teacher.

In creating a healthy and safe environment for all of our students, food items are not permitted for any celebration.

## Potty Training

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All students need to be toilet trained prior to the first day of school. Students will be permitted to use the restroom as needed. Students will also have restroom breaks as a class. At no time will a student be disciplined for a toileting accident. The use of pull-ups/diapers are not permitted.

## Snack Time

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Parents/guardians are asked to provide one daily snack for students. A list of healthy snack suggestions will be provided with beginning of the year forms. Students will have snack time each day in the classroom. Please be aware of allergies and choose a snack which the student can open and eat easily. As always, staff is available to help those students that may need it. The teachers will have snacks available for students that may forget.

If a child has food allergies, the parents or guardians must provide a bin of safe snacks for that child and only those snacks will be given to that child.

## Settling Disputes/Conflicts & Proper Chain of Command

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It is the responsibility of each teacher, staff member and parent to work at building and maintaining a positive environment at John Paul II. If at any time you have a question or concern, the first step is to talk with your child's teachers.

If, after discussion with the teachers, a parent still feels an issue is unresolved, the next steps may be followed:

1. Schedule a meeting with the Principal
2. Contact the Child Care in Ohio website: <http://jfs.ohio.gov/cdc/childcare.stm> or the Ohio Department of Education 877-644-6338.

Constructive suggestions are always welcome. At John Paul II, we believe that working together; families, teachers, and staff can build an excellent program for our children.

## Transportation and Field Trips

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Transportation to and from school is not provided for preschool aged children. We will be utilizing the John Paul II Catholic School campus and community partnerships to provide students with in-school learning opportunities.

Field trips are an important part of a child's instruction in a particular area of knowledge or experience. The pre-k students will be transported by school bus to and from the field trip destination. A permission slip releasing the school from liability signed by the parents or legal guardians and returned to the teacher is required. Permission slips will be provided by the school and will include the date, times, place and transportation method for the field trip. This slip must be returned before any student is permitted to take part in a field trip.

To ensure the safety of all pre-k students on field trips, 1 chaperone to 4 children is required. Field trip chaperones must be a parent or legal guardian and VIRTUS trained. For liability reasons younger siblings may not accompany chaperones on any field trip.

## Tuition and Fees

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Preschool tuition is \$2200 for half-day preschool and \$4100 for full-day preschool. A \$225.00 non-refundable registration fee per family is due at the time of registration and must be paid before registration will be considered complete. Tuition from previous years must also be fully paid. Checks should be made payable to John Paul II Catholic School.

Tuition is collected by the school for all students. The tuition can be paid in full before June 20<sup>th</sup>, or in 10 monthly payments. The payment of tuition and fees will be reviewed at the end of each trimester. All fees and tuition must be paid in full by May 31<sup>st</sup>, or final progress reports or record transfers will not be issued. Fees include, but are not limited to fines incurred for missing or damaged library books or overdue lunch fees.

## What to Bring Each Day

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Your child will need to bring a tote bag or backpack (without wheels) to school each day. Items to include in the bag:

- A change of clothes that is appropriate for the current season. Please make sure all items are in a ziplock bag marked with your child's name (even if your child no longer has accidents). A change of clothes may be needed due to water play or craft fun.
- Extra underwear in a ziploc bag marked with your child's name. These will be kept in the classroom closet.
- A sweater or a sweatshirt. The temperature of our classrooms can fluctuate greatly during the day.
- Please send appropriate outerwear for your child. We take the children outside for recess as much as possible.
- Beach towel for use with cot during rest/nap time.

\*\*\*Please do not send any toys to school unless it is requested by the teacher for "show and tell", or it is related to the curriculum. Sometimes favorite toys can be lost or broken.\*\*\*

Please check your child's tote bag/backpack daily, for any paper or notes that have been sent home.

## Withdrawal Information

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If for any reason a child needs to withdraw from the program, please let the Program Director know of your intention to withdraw from John Paul II Preschool in writing 30 days prior to departure if possible.