



# PARENT HANDBOOK

ST. PIUS X PRESCHOOL

2024-2025

# St. Pius X Preschool

1067 Waggoner Road, Reynoldsburg, OH 43068

(614) 577-0826

[smiller@spxelementary.com](mailto:smiller@spxelementary.com)

## **Mission Statement**

*St. Pius X Preschool provides the foundation for a lifelong love of learning and nourishes spirituality through the Catholic faith for all our students.*

## **Philosophy**

St. Pius X Preschool provides a friendly and safe first education experience for your children. Opportunities that foster self-discipline, self-reliance, and self-respect are provided in a loving, comfortable, and stimulating environment. Our integrated curriculum addresses the cognitive, social, emotional, spiritual, and physical development of the whole child. Our teachers strive to create a community of learners in which children and ideas are treasured, nurtured, and celebrated throughout the year.

## **Religious Education**

The aim of the religious program at St. Pius X Preschool is to help develop Christian boys and girls of strong moral character with deep religious values. The Religion Graded Course of Study, adopted by the Dioceses of Columbus, guides our daily curriculum.

## Curriculum Goals

Let us assure you that we will do our best to provide your child with a safe physical environment and atmosphere where he/she can feel secure and free to grow at his/her own pace under our love and guidance. Parents can help us achieve these goals by giving us comments, suggestions, and involvement.

Our curriculum addresses the cognitive, social, emotional, spiritual, and physical development of the whole child. We plan and structure play experience in a Catholic environment that will further enhance and facilitate the growth and development of each child. We strive to:

- Provide a sense of self-worth as one of God's children while enhancing self-confidence and self-esteem in all learners
- Encourage each student to express him/herself as an individual through language development and creativity
- Encourage students to successfully function in a group of peers through cooperation, sharing, friendship, and values
- Offer experiences that support and encourage emerging literacy
- Provide concrete experiences with learning activities and problem-solving
- Establish an environment that nurtures and values the development of children as individuals
- Create an environment that acknowledges and continues the natural learning process, curiosity, and enthusiasm inherent in all young children
- Model a cooperative and supportive partnership between children, teachers, and parents, establishing a positive connection between home and school.

These curriculum goals will be met through:

- A curriculum which is aligned to the State of Ohio Early Learning and Development Standards using the framework of *The Creative Curriculum*®, the Religion Graded Course of Study and the Handwriting Without Tears Program
- Planned activities in the areas of language, math, science, social studies, religion, art, music, and motor development
- Assessment using the Development Milestones Continuum adapted to include the area of religion
- A daily schedule plan that provides a balance of activities on the following dimensions:
  - Indoor/Outdoor
  - Large muscle/Small muscle
  - Individual/Group
  - Quiet/Active
- A staff flexible enough to change planned activities according to the needs of children

The daily schedule of our preschool classes will include the following:

- **Free Choice Learning Centers** (with guidance from teachers to try every center) – opportunities for fine-motor development, creative experiences, science activities, dramatic play experiences and inside or outside (weather permitting) large-motor development
- **Clean Up/Quiet Time**
- **Gathering/Storytime/Music** – daily prayer, finger plays, calendar/weather, language experiences, aesthetic awareness, activities, songs (Christian and holiday songs included), group games, traditional children's stories, nursery rhymes, and creative music
- **Movement** – opportunities for large-muscle development

## Staff

St. Pius X Preschool Teachers are qualified early childhood educators with extensive practical experience working with young children. All staff members are committed to professional development and attend in-service training on a yearly basis. Every teacher is also current in the mandatory classes of Communicable Disease, First-Aid, and Child Abuse. All staff have their FBI and BCI background cleared and have completed the "Protecting God's Children" class.



## **Staff/Child Ratios**

The staff/child ratios at St. Pius X Preschool meet the Ohio Department of Education Standards. Our ratios are as follows:

1:8 for the 3-year-old classes

1:10 for the 4-year-old classes

1:10 for Pre-K

The Ohio Department of Education Standards are as follows:

1:12 for 3 and 4-year-olds (mixed age)

1:14 for young 5-year-olds

St. Pius X Preschool follows the standards developed for early childhood programs by the Ohio Department of Education. The ODE Standards are available for your review upon request in the preschool office.

## **Licensing and Complaints**

The facility is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place and available for review.

*Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338.*

## **Admission**

A child is considered eligible for this program if he/she is at least three years of age on or before September 30, 2024. All children must be completely toilet-trained. Completely toilet trained is defined as: no pull ups throughout the school day and is able to wipe unassisted regularly.

St. Pius X Preschool practices the policy of open enrollment. Children are admitted as space requirements permit without regard to race, religion, or national origin. Similar practices are followed concerning the hiring of staff.

## **McKinney-Vento Act**

We follow the federal policy of The McKinney-Vento Homeless Assistance Act. If any student needs to be supported by this act, our staff will provide assistance.

### **Registration and Tuition**

To be enrolled in St. Pius X Preschool your registration will not be complete until all necessary documents are completed online through FACTS and the *Non-refundable Registration Fee* has been paid in full.

#### **Required forms include, but are not limited to:**

##### *Enrollment Information including*

Child's name and date of birth

Name, address (home and/or business) and telephone number of parents

Two persons to be contacted in an emergency if the parent cannot be reached

Names of persons to whom the child can be released

Transportation authorization

##### *Health Record Information including:*


Immunization record (or written statement declining immunizations)

Allergies and treatment for said allergies

Medications, food supplements, modified diets, or fluoride supplements

Chronic physical problems and any history of hospitalization

Diseases the child has had



Name and address of physician and dentist

Permission for emergency medical and dental care

Emergency Transportation Authorization

*Medical Statement*

To be completed by a licensed physician, a physician's assistant, a clinical nurse specialist, or a certified nurse affirming that the child is in suitable condition for enrollment in the program prior to the date of admission or not later than thirty days after date of admission and 13 months from the date of examination thereafter. All health records and immunizations must be current as stated by Ohio Revised Code.

## **Policy Agreement**

Tuition is billed through our FACTS online program. All families must be enrolled in FACTS. Tuition payments must be paid either monthly from July - May, semester paid in July and January, or paid in full. Delinquent tuition payments can result in termination of your child's participation. Since our program and licensing requirements mandate that we engage staff based on the number of children enrolled, we cannot give tuition refunds for days that your child is absent due to illness, vacations, holidays, school breaks, emergencies, or inclement weather/mandatory school closings. Any time that a child is withdrawn, his/her place may be filled with another child on a waiting list. For the withdrawn child to enroll again, a new registration fee will apply. Registration-Supply Fees are non-refundable.

The tuition rate for the preschool is set yearly by the St. Pius X pastor, principal, and business manager with the approval of the St. Pius X Parish Finance Committee. The school reserves the right to refuse attendance to a student whose tuition payment is overdue and whose parents/guardians have not made satisfactory arrangements with the director and the pastor of St. Pius X Church.

Tuition is managed through FACTS Management Company. Tuition payment options are: In Full by June 30th (a 2% discount is applied), Semi Annually: July and January, and Monthly: July - April. The tuition books are audited monthly. Tuition payments should be kept current or parents/guardians should contact the school with any issues or concerns. The consequence of non-payment will result in the notification of the pending removal date of their child(ren). July and August payments are due before school starts. If we have not received your tuition payments, your child's seat will automatically be assigned to the next student on our waiting list. Tuition payments made for students who withdraw after August 15 will not be refunded. Any requested exemptions to the tuition policy must be submitted in writing to the director and then approved by the parish business manager. Exemptions are discretionary on the part of the parish business manager and will only be made in extreme circumstances.



## Programs

*Preschool 3-year-olds – Child must be 3 years old and daytime toilet trained by September 30*

Monday-Wednesday-Friday 8:00 – 11:00

TuesdayandThursday 8:00 - 11:00

*Pre-K, Part-Day 4- and 5-year-olds – Child must be 4 years old by September 30*

Tuesday-Friday 8:00-12:00

*Pre-K All-Day*

Tuesday-Friday 8:00 – 2:15

Monday-Friday 8:00 – 2:15

### Arrival

You will park in our preschool lot, enter through the red door, and escort your child safely into the foyer of our building. Several of our staff members will be waiting inside to take your child to their classroom. Please do not park in the fire lane directly in front of the school. Parking in a fire lane is a violation of state law. CELL PHONE USE AND/OR SMOKING IS PROHIBITED IN OUR PARKING LOT AND BUILDING.

### Dismissal

You will park in the preschool lot and come to the red door. You will not enter our building at this time. Preschool staff will open the door at dismissal and release your child to you.

## Late Pick-Up Policy

Your child is to be picked up at their scheduled class dismissal time. If circumstances are to arise, and you are unable to pick up your child on time, please contact the preschool office to let us know. If your child remains with us past their scheduled dismissal time, a late fee of \$1.00 per minute will be applied to your FACTS account. This is calculated from the end of the class time until the child gets picked up.

### *Please Note*

Anyone coming to the school to pick up a child must be on the child's pick-up list. If they are on your child's pick-up list and we have never met them, they will be asked to present a current driver's license and/or photo ID card. Please update any changes of persons on your pick-up list in FACTS, as well as notifying the office and your child's teacher.

- Our policy is to have every child dismissed by a teacher.
- The children will not be permitted to leave the school until a parent; or another designated adult has come to get them.
- **Be sure that all of your contact people are aware of the above procedures.**

## Dress Code

Please dress your child in easy, washable, and comfortable clothes. Easy on/off clothing builds self-help and confidence skills in the restroom. Athletic shoes are required for our playground, as sandals and flip-flops collect mulch in between little toes! We ask (beg) that your child has mittens, rather than gloves, as mittens are easier to manage in a group setting. Please send in weather-appropriate change of clothes in a zip lock bag, marked with your child's name -to be kept here- in case of an "accident" or spill.

Please help your child practice putting on clothes, jackets, zipping, etc. Try to do this when you are not in a rush to get out the door.

## Withdrawal

We expect that your child will be enrolled for the entire school year. If you intend to withdraw your child from preschool, we ask that you give at least two weeks *written notice* to the preschool director prior to leaving. This allows us to inform the next family on the waiting list.

## General Information

### *Clothes and Personal Belongings*

Label all your child's personal belongings, including hats, jackets, mittens, and sweaters. Children will have identical items! We cannot be responsible for lost articles. If your child misplaces an article, please check with the teacher. Kindly remember MITTENS are much easier for children and teachers than gloves.

### *Parent Roster*

Class rosters with the child's name, parent's name, address, and telephone number are compiled each fall. Each class list includes all parents who have given us permission to release their names and phone numbers. Rest assured that this list is given only to other families in your child's class and is not distributed in any other way.

### *Photographing and Videotaping*

Children are photographed and occasionally videotaped for bulletin boards, social media, educational, and evaluative purposes. These photographs are for use in the St. Pius X Community only.

### *Snacks:*

- Parents will provide their child with a daily snack and individual water bottle
- **Birthday (and Un-Birthday) Celebrations**
  - You may purchase special plates or napkins. Goodie bags may go home.

## Discipline Policy

The word “discipline” stems from the word “disciple” meaning one who teaches. We view discipline as a way of teaching children to develop and maintain self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to main limits.

*Teachers will:*

- Encourage the children to use their words
- Use positive suggestions
- Emphasize desirable aspects of behavior
- Model desirable aspects of behavior
- Use routines and a consistent schedule as a teaching tool
- Give children opportunities to make choices when appropriate
- Offer choices only when there is a choice
- Set developmentally appropriate limits or boundaries
- Explain reasons behind expectations
- Use a variety of methods to communicate expectations
- Model desirable aspects of behavior
- Use their voice as a teaching tool
- Be consistent
- Laugh with a child, not at a child

Teachers will STOP any activity that endangers the child or endangers another child physically, mentally, or emotionally, and any activity that is destructive to materials or equipment. A child may be separated from the group when he/she is unable to control his/her behavior and if that behavior infringes on the rights of others.

We never use corporal punishment, nor do we ridicule or humiliate a child. No child is ever left alone.

Discipline will be fair, immediate, and consistent. We will let the child know that it is the action that is unacceptable, not the child. Problem-solving skills will be introduced and redirection to another activity may be necessary. If a child poses a safety hazard to other children or to the staff because of violent or other unacceptable behavior, the preschool director has the right to dismiss the child from the program.

*We are required by the Ohio Department of Education to distribute to all our families as part of our parent handbook the following discipline policy:*



## Detailed Policy

We believe that discipline is a measure of showing children that we care about them and their welfare. Our policy is based on the principles of love; respect the concern for the rights of all individuals. The manner in which a teacher handles a discipline situation will depend on the child and the individual occurrence. The positive discipline technique could involve any of the following:

1. Provide ample activities to keep the child involved
2. Discussion with the child and give gentle explanations and reminders.
3. Positive reinforcement and encouragement.
4. The child will be redirected to another activity.
5. Provide a quiet time. (This is a short time where the child is given time in the classroom to collect him/herself until they are ready to be a part of the group activities again.)

\*The child's teacher may send a child to the Director's office when all of the above positive discipline techniques have been exhausted. After 3 visits to the Director's office the Teacher and Director will then call to schedule the "*Initial Consultation*" with the parents. Any time your child is sent to the Directors office the Teacher or Director will notify the parent via email, or by phone call. This information will be documented by their Teacher and the Director.

Discipline NEVER includes any of the following:

- Physical Punishment
- Taking away or threatening to take away snacks or play.
- Making a child feel that they are "bad".
- Or belittling a child.

### CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties at St. Pius X Preschool. We are here to serve and protect ALL of our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child/class and teacher may require the following action:

### *Initial consultation:*

The parents will be asked to meet for a conference with the child's Teacher and the St. Pius X Preschool Director. The problem will be identified and a course of action established to resolve the situation.

### *Second consultation:*

- After 2 weeks of no improvement and the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director and the child's Teacher. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
- If, after 4 weeks and 2 Parent/Teacher/Director conferences, the child is unable to participate in group experiences, the discipline problems continue, the child poses a threat to self, staff, or other children in the program and it's determined that all possibilities have been exhausted and that the child is incompatible with our program, the child will be dismissed from St. Pius X Preschool and the parents will need to seek other school/child care arrangements. Dismissal decisions are made by the Preschool Director and Pastor and are final.

## **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 preschool shall have a written discipline policy describing the preschool's philosophy of discipline and the specific methods of discipline used at the preschool. This written policy shall be on file at the preschool for review. Constructive, developmentally appropriate child guidance and management techniques are to always be used and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

C) The preschool'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, or 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 toilet accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief 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

## **Biting Policy**

If an isolated incident occurs, the parents of each child will be notified verbally. The name of the biter will not be revealed by a St. Pius X Preschool staff member. If it is determined by the preschool staff that a biting pattern is beginning to develop, the children's parents will be called in for a formal conference. At this time, a written plan of action will be formed. Should the written plan of action be deemed ineffective, St. Pius X Preschool reserves the right to disenroll a child who is considered to be a danger to himself/herself, or to others.

## Illness Policy Regarding the Management of Communicable Diseases

The following shall be recognized as signs of illness:

- Diarrhea and/or vomiting during the night or in the morning before school
- Skin rash, unusual spots, or untreated infected skin patches
- Temperature of 100 degrees Fahrenheit taken by auxiliary method
- Sore throat or difficulty in swallowing
- Conjunctivitis
- Evidence of lice, scabies, or other parasitic infestations
- Severe coughing causing the child to become red or blue in the face or makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stools
- Stiff neck or any communicable disease such as strep throat, chicken pox, or scarlet fever

*Children should not be brought to school if they show any signs of illness or disease as listed.* If, upon arrival, any of the above symptoms are observed by the preschool staff or the school nurse, the child will not be admitted to class and will be sent home.

Any child who has been discharged due to illness shall upon readmittance to preschool be observed by a person trained in prevention, recognition, and management of communicable diseases before re-entering class. A child must be free of fever (without medication), vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e., strep throat, impetigo, conjunctivitis) the child should not return to school until he/she has received at least 24 hours' worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., COVID, chicken pox, measles). Contact the Health Office for guidelines if uncertain.

Please notify the preschool office if your child will be absent at 614-577-0826 or [smiller@spxelementary.com](mailto:smiller@spxelementary.com). If your child has a communicable disease (i.e. COVID, chicken pox, strep throat, impetigo, conjunctivitis, etc.) or if you have knowledge that your child has been exposed, please inform the preschool office immediately. Parents will be notified when their child's class has been exposed to a contagious disease. The ill child's name will be kept confidential.



## **Health Immunization Policy**

All immunizations and health records must be current as stated in Ohio Department of Education Guidelines. The parent shall provide, prior to the first day of school or not later than thirty days after the start of school, and thirteen months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The preschool reserves the right to deny class participation to a child if the medical information is not in compliance with state guidelines.

### *Policy Regarding the Administration of Medication and/or Vitamins*

The preschool does not wish to dispense medication at school unless it is absolutely necessary (inhaler for asthma, EpiPen, Benadryl for allergic reactions, or insulin). Please ask your physician if the times the medication is to be given could avoid the preschool class sessions. If medication needs to be administered during preschool, we must have written authorization from the doctor or dentist and the original prescription container listing the child's name and instructions. Parents must also fill out a consent form that lists the child's name, name of medication, dosage, time of need, duration of need, and possible side effects.

## **Medical and Dental Emergency Plan**

If your child has had any kind of an allergic reaction, is asthmatic or is subject to seizures, please inform the preschool director prior to the first day of school.

If a child is hurt while attending preschool and requires first aid or any emergency treatment, an incident report will be completed and signed by the supervising teacher and the preschool director. One copy will be given to the parents and another copy will be kept on file in the office.

If a child becomes ill while attending preschool, the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in the preschool office until a parent or guardian arrives to take them home.

If a child becomes severely ill or injured while at school, the staff will immediately call 911 for the emergency squad to respond. The physician you have indicated on the emergency information section within the school's database (FACTS) will be notified. The preschool director or teacher will take the child's medical and health records and Emergency Medical Authorization Form to the hospital. The parent or legal guardian will be immediately notified of the emergency situation.

It is very important that every student maintain an up-to-date address and telephone number record at the preschool. To keep our emergency information current, please notify the preschool immediately if you have a change of address or telephone number during the school year.

## **Students with Life-Threatening Allergies**

St. Pius X Preschool strives to provide a safe environment for students with life-threatening allergies. Parents should notify the preschool director of any life-threatening allergy before the first day of school each year or when the allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an “Allergy Action Plan” specific to the student with life-threatening allergies. The preschool director will review all allergy information provided by the student’s parents and physician and will consult the school nurse as needed. The preschool director will share allergy information with preschool teachers and staff.

Parents will provide the preschool with the medication prescribed in the “Allergy Action Plan.” Medications will be kept in a locked cabinet in the preschool office.

Teachers and staff will attend training annually regarding life-threatening allergies.

## **Inspections**

St. Pius X Preschool is subject to fire, health, and building inspections. Inspections are also made by the Department of Education, to assess compliance with state regulations regarding all aspects of program operations. Copies of the reports and inspections are available in the preschool office.

## **Safety Plan: Child Abuse, Neglect Policy, and Child Custody**

St. Pius X School recognizes that child abuse occurs in all facets of our society today. While this is a sensitive issue, it is one that must be addressed. To protect our children from abuse or neglect, the administration of St. Pius X Preschool has specifically identified a reporting mechanism for its employees to use. The administration expects its employees to comply with the law and report suspected or known cases of child abuse or neglect in a timely fashion.

Child Custody–The custodial parent is required to provide the preschool director with a certified copy of any child custody order or decree pertaining to a child. Parents have the obligation to inform the school immediately anytime the custody of a child changes. (*Diocesan Policy 5119.2*)

Abuse represents an action against a child. It is an act of commission and is generally of three kinds:

- Physical Abuse – Injury or death inflicted other than by accidental means
- Sexual Abuse – Any act of a sexual nature upon or with a child. The act may be for the perpetrator or a third party, or for exploitation of the child.
- Mental Injury – Any injury to the intellectual or psychological capacity of a child as evidenced by an observable and substantial impairment in his or her ability to function within his or her normal range of performance and behavior, with due disregard to his/her culture.

### **Suspected Abuse and Neglect**

Any staff member suspecting an incident of abuse or neglect is required by law to notify the local children's protective services agency.

## **Safety Policy**

A staff member in charge of a child or group of children shall be responsible for their safety.

- No child shall ever be left alone or unsupervised.
- In case of an emergency a staff member will contact a parent or other designated contact person.
- In the event of an extreme emergency, a staff member will use the preschool office phone to call 911, Poison Control, and/or the school nurse for assistance.
- Every child must have an emergency authorization form in the database of FACTS
- The use of aerosols is prohibited when children are in attendance.
- Fire drills will be held monthly, and tornado drills are conducted from April through June. Each room in the building has a posted plan for evacuation.
- For fire drills or other emergency procedures, each class has an escape route to an outside area that is a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner. During tornado drills, each class goes to a designated area within the preschool building. All children sit with their faces toward a wall.
- During all times, the preschool is equipped with a first-aid kit. Staff members are required to complete in-service training in first-aid, child abuse recognition and prevention, and in the prevention, recognition, and management of communicable diseases.

## **Cancellation of School**

Cancellation of preschool classes takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Principal is aware of the hardship which can be caused by an abrupt cancellation. Therefore, preschool will not be canceled unless a significant safety risk has been created by unusual circumstances.

*St. Pius X Preschool closes for inclement weather only when Reynoldsburg City Schools are closed.*



## **Emergency Drills**

Fire, tornado, and crisis situation drills are held regularly during the school year as required by state law. These drills are designed to give the students practice evacuating the area in the case of a real disaster. They are taken seriously and are handled as if they were a real emergency.

### *Crisis Plan: Lockdown Situation*

In the event of a lockdown situation, preschool buildings will be secured, and students will be kept at preschool until regular dismissal time, unless otherwise advised by the Reynoldsburg Police Department. Parents are asked to monitor local television and radio for the latest information and instructions (if the situation necessitates) and/or check the school website. Students will be sent home by normal transportation means or released to parents pursuant to school policy. (*Diocesan Policy 5140.13*)

### *Crisis Plan: Evacuation Situation*

If an evacuation to another location is necessary, the student body and teachers would remain together. The situation would be monitored closely. All students would remain with their homeroom teacher until released to their parents pursuant to school policy. Parents are asked to monitor local media for information. (*Diocesan Policy 5140.13*)

## **Family Vacation/Absence**

If both parents will be out of town and the child/ren are in the care of other adults, the preschool office must be advised in writing of the person who is assuming parental responsibility.

## **Right to Review Student Records**

Parents/Guardians have the legal right to review their child's confidential records or files as often as they wish. This can be achieved by contacting the director and arranging a convenient time for both parties. If parents/guardians are not in agreement with any part of the confidential student record, a statement to that effect can be entered into the child's records.

## **Parent/Teacher Conferences**

Parent/Teacher conferences will be scheduled in the fall and late winter to discuss each child's progress. A conference may be scheduled at any other time during the year by request of the parent or teacher. Parents are encouraged to communicate with teachers throughout the year. However, please refrain from "conferencing" with teachers at drop off time or when picking up your child each day. Please send a note or call the preschool office to request a phone call from the teacher. It is very helpful for us to know of any special stresses in your child's life (a birth, a death, separation, death of a pet, etc.). This information helps us to be more sensitive to your child's feelings and needs.

## **Conflict Resolution**

To ensure privacy when parent-to-parent, parent-to-child, or child-to-child conflict situations arise, discussions with the parties involved will be held in the preschool director's office. Having such discussions in or near the classroom would be inappropriate and could compromise confidentiality in the situation.

## **Custodial Rights**

All documents pertaining to custodial rights must be in the child's preschool file. These documents include Temporary Orders, Final Orders, Restraining Orders, Protective Orders, and Guardianship Papers. It is the responsibility of the Custodial Parent (or the Residential Parent to Shared Parenting Agreements) to provide the preschool with all pertinent documents. In the absence of a Court Order directing the administration to perform a given act or in the absence of direction from the proper authorities, the administration of the preschool will decline involvement in matters regarding custodial rights.

## **Volunteer Requirements**

All preschool staff and volunteers who have care, custody, and control of students, must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" sexual abuse awareness and prevention workshop. This information must be provided to the preschool director and maintained at the Diocese of Columbus Safe Environment office. (*Diocesan Policy 4110.0*)

All volunteers must follow the Volunteer Code of Conduct Below. Failure to follow the Code of Conduct may result in removal as a volunteer.

## **Volunteer Code of Conduct**

Our children are the most important gifts God has entrusted to us. As a volunteer, I will strictly follow the rules and guidelines in the Volunteer Code of Conduct.

### **As a volunteer, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children and/or youth at School/Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Abstain from the use of photo, audio, or video recording equipment unless authorized.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all privileged and proprietary information to which you are exposed.
- Refuse to accept expensive gifts from children or their parents/guardians without written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children without prior written approval from the parents/guardians and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

### **As a volunteer, I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that by signing the Student/Family Handbook Sign-off Form, that constitutes my agreement with this policy (Volunteer Code of Conduct).

## Health and Safety

The program's health and safety policies and procedures ensure that the health and safety of the children are safeguarded by an organized program of school health services designated to identify child health problems and to coordinate school and community health resources for children.

- Parents of a child enrolled in the program shall be permitted unlimited access to the preschool during the hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the preschool director.
- Child/Staff ratios and maximum group sizes maintained ("Serious Risk")
- No child shall ever be left alone or unsupervised ("Serious Risk")
- Emergency procedures, including fire drills, rapid dismissals, and tornado drills, and emergency contact information are posted by the phone
- All preschool staff are trained to recognize signs and symptoms of illness, and procedures in handwashing and disinfecting
- The program follows the Child Day Care Communicable Disease Chart
- Parents shall be notified of an accident or injury using an incident report. The program shall maintain a log of injury reports.
- A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room, not being used in the preschool building, within sight and hearing of an adult at all times.
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Elevated temperature
  - Vomiting

Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the preschool director, or the school nurse and the parent or guardian. The child, while isolated at the preschool, shall be carefully observed for signs of additional symptoms and/or a worsening condition. The child shall be discharged to parent, guardian, or designated other as soon as practical.

If a cot were to be used, it shall be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomitus or other bodily fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

## *Re-Admission Policy*

Children may return to the program under the following conditions:

- When they have been treated by prescription medication for twenty-four (24) hours
- With a note from a physician or other medical professional stating they are no longer contagious, or
- When they are fever or symptom-free for twenty-four (24) hours without the aid of fever-reducing or other medications

## *Care of Mildly Ill Children*

“Mildly ill child” means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities.

*For example:* A mildly ill child may be excused from participation and allowed to rest within the classroom or other health facility (nurse’s office etc.) within sight and hearing of an adult until the student feels like returning to the group or until discharged to parent or guardian.

## **Nap – All Day Classes – Pre-K**

It is important that young children have a break in the activity of the preschool day to rest and recharge. For children in attendance for five hours or more, each child will be assigned a cot or mat. It is not expected that all children sleep, and after a reasonable quiet time, children may leave their cots and participate in quiet activities. For those children who do sleep, a nap will not exceed one hour. Appropriate staff/child ratios shall be maintained. Blankets and other naptime accessories will be sent home weekly and as needed for laundering.

## **Outdoor Play**

Fresh air and exercise are important. Outdoor play is scheduled daily – weather permitting – and all children are expected to participate. Therefore, the children are expected to be dressed accordingly. If your child is well enough to attend preschool, then he/she is well enough to play outside, unless you provide written instructions from a physician or other medical professional restricting outdoor play.

## **Field Trip**

Our classes have several field trips planned each year. On these occasions, the parents or guardians transport and accompany the children. St. Pius X staff will not transport children to or from any field trip, although class parents are, of course, permitted to ride with each other.

Our half-day Pre-K class and Preschool classes will not have class on field trip days. If time permits, the all-day Pre-K classes might receive an announcement that class will be held after their field trip. A decision on this matter will be made well before each field trip.

## **Visiting and Conferences**

We invite you to visit the Preschool whenever you would like to observe your child. We ask that you give him/her time to get to know and trust us first, however. To volunteer in any Catholic school in the Diocese, you must first be fingerprinted and have attended a “Protecting God’s Children” Workshop. Please consult the preschool director or teacher if a concern should arise – whether it is at school or at home. We strongly encourage parent participation in formal conferences scheduled during the year. More importantly, we encourage you to read emails from your child’s teacher. We welcome suggestions and contributions of ideas.