

**PARENT HANDBOOK**  
**2011-2012**  
**ST. MARY PRESCHOOL**  
**340 NORTH MAIN STREET**  
**HUDSON, OH 44236**  
**330-653-8118 Fax 330-463-5759**  
[www.stmaryhudson.cc](http://www.stmaryhudson.cc)

**Licensing information**

St. Mary Preschool is licensed by the State of Ohio Department of Job and Family Services. It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. Our license (number 102081) is posted in the classroom.

A copy of the law and rules are available at the preschool for review. To report suspected violations call 866.886.3537.

The administrator and each employee of the school are required to report their suspicions of child abuse or neglect to the public children services agency.

Any parent, custodian, or guardian of a child enrolled here shall be permitted unlimited access to the Center during hours of operation for the purpose of contacting their child(ren), evaluating the care provided by the facility or evaluating the premises. Upon entering the Center, the parent or guardian shall notify the administrator or his/her presence.

Rosters that include names and telephone numbers of parents of enrolled children are available upon request. Parents may request that their names and phone numbers not be included on the roster.

Licensing inspection reports and complaint investigation reports for the current licensing period are displayed in the "back" classroom.

The licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov.cdc>.

All parents and staff must sign and date a statement verifying the review and receipt of these written policies.

The Director's office hours are Monday through Thursday, 8:45 a.m. – 3:00 p.m.

**Class Times**

Four Year Olds meet Monday, Wednesday, and Friday  
9:00 a.m. to 11:30 a.m. or 12:15 p.m. to 2:45 p.m.

Three Year olds meet Tuesday and Thursday  
9:00 a.m. to 11:30 a.m. or 12:15 p.m. to 2:45 p.m.

**Daily Schedule**

<u>Morning</u>		<u>Afternoon</u>
9:00 – 10:00	Circle time, learning centers	12:15 – 1:15
10:00 – 10:10	Clean up	1:15 – 1:25
10:10 – 10:25	Circle time, show and tell, etc.	1:25 – 1:40
10:25 – 10:30	Bathroom	1:40 – 1:45
10:30 – 10:45	Snack	1:45 – 2:00
10:45 – 11:10	Active time – gym or outdoors	2:00 – 2:25

11:10 – 11:25	Story and/or music	2:25 – 2:40
11:25 – 11:30	Dismissal	2:40 – 2:45

### **Lunch Time Learning Program**

We offer a one hour extended day lunch program periodically for the Three and Four Year Old Classes. The morning students attend immediately after class from 11:30 a.m. until 12:30 p.m. Afternoon children attend one hour prior to their class from 11:15 a.m. until 12:15 p.m. Children bring their own lunch. A lunch provided by the parent should include 1/3 of the recommended daily dietary allowances as most recently specified by the United States Department of Agriculture. This includes one serving of milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits and one serving of bread or grains. Supplemental food will be available at the school if a child forgets to bring a lunch. Peanut butter and nut products are not permitted due to allergies. There is an additional cost of \$9.50 per session. Separate sign up forms are available from the classroom teachers. Available dates will be sent to parents in September 2011.

### **Cost for 2011-2012**

\$1,782 for the Four Year Old Classes; \$1,215 for the Three Year Old Classes.

The September tuition is due at the time of registration. This payment is non-refundable. Bi-monthly payments are due on September 15, November 15, January 15, and March 15. A bill will be sent before the start of the school year. Checks should be made to **St. Mary Preschool** and are to be mailed to 340 N. Main Street, Hudson, OH 44326. Financial assistance is offered to those who may be in need. Contact Linda Sucheski, Director, at 330.653.8118 ext. 237 for more information. No sibling discount is available. A late fee may be charged if payment is not received within two weeks of the due date. Your child's tuition may qualify as a dependent day care expense, which may enable you to pay with pre-tax dollars. Check with your employer.

### **Goals and Philosophy**

St. Mary Preschool is designed to promote your child's social, emotional, spiritual, physical, and intellectual development. We believe that each child is created by God and uniquely gifted with many capabilities that must be nurtured by both family and community.

### **Child Staff Ratio**

The State of Ohio allows a 1 to 12 staff child ratio for three year olds and a 1 to 14 staff child ratio for four year olds. Our ratio is 1 to 8 in each of the Three Year Old Classes. A 1 to 9 ratio is permitted in the Four Year Old Classes. We accept up to 16 children in the Three Year Old Classes and up to 18 in the Four Year Old Classes. All classes have one lead teacher and one assistant teacher. A current employee record chart is maintained at the preschool and available for review. Staff members substitute for each other.

### **Age Requirement**

A child must be 3 by September 30 to be eligible for the three year old program. Children who turn 3 by January 30 may be eligible for admission at the discretion of the Director. A child must be 4 by September 30 to be eligible for the four year old program. All children must be potty trained.

### **Admission**

Before your child can attend school, we must have on file the following:

- Child's Medical Statement and Health form signed by a physician within thirteen months prior to the first day of school. Immunizations must be up to date. Medical statements must be kept up to date Child enrollment and Health Information form.
- Parent review statement.
- The Director will meet each child and parent before the start of the child's enrollment in the school.

### **Parent/Teacher Communication**

Parent-Teacher conferences are held in November and March, but parents may also contact the teacher at any time if they have a concern. Parents may contact the Director if they feel the teacher has not adequately handled their concern. Parents are welcome in the classroom at any time and are encouraged to come to school to celebrate their

child's birthday and volunteer for special projects. Several opportunities are available for parents and family members to attend special events throughout the school year. Monthly calendars keep you informed.

### **Child Guidance and Management**

All staff members adhere to the following guidelines:

Our staff members believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the right thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the school.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Director would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 oac.

### **Supervision of Children**

All children will be supervised at all times.

The classrooms are located on the lower level of St. Mary Church. Children will be escorted to and from your car by a staff member. Cars may enter the lower parking lot and line up by the sidewalk, which enters the lower level of the building. Cars exit through the upper parking lot. If you arrive after 9:05 a.m. or 12:20 p.m., you must walk your child to the classroom and notify the teacher that you have arrived. Entrance to the school is made through the office on the upper level.

Parents must sign a form designating those persons allowed to pick up their child. A written note must be sent if another person is to pick up the child. The staff will ask for identification if necessary.

The parents or guardians will be contacted by phone if we need to determine the whereabouts of a child when the child is absent from the school, but is scheduled to be here. This applies only for children who do not arrive at the school with their parent or guardian.

All custody agreements will be discussed by each parent with the Director of the school as well as the child's teacher. A written agreement will be kept in the child's file. We will abide by all custody agreements.

Attendance records are kept and are with the children at all times. The record includes the children's names, birth dates, teachers' names, classroom location, and arrival and departure documentation.

### **Inclement Weather**

We will be closed if the Hudson Schools are closed due to weather conditions. The Hudson Cable Channels 9 or 25 and WAKR-1590 carry bulletins concerning school closings.

### **Snack**

A nutritious snack is served during each class. The snack will consist of two food groups. Only 100% fruit juice, milk or water will be served. If water is served, two different food groups will be also served. Juice and milk may be accompanied by one additional food group. The school has a Food Service License, 0502. All guidelines from the State of Ohio Department of Health are followed. Peanut products are not served.

## **Medical, Dental and General Emergency Plan**

EMERGENCY NUMBERS - Phones located in classrooms

Emergency Squad: 911

Police: 911 /330.342.1800

Poison Control: 1.800.222.1222

Akron Children's Hospital::330.543.3000

Fire: 911 /330.342.1860

Public Children's Services: 1.866.635.3748

### LOCATION OF:

- First Aid Kit: Closets of each classroom
- Fire Extinguishers: Kitchen areas, hallway
- Fire Alarm System: Each classroom, large hall, hallways, bathrooms
- Electrical circuit box: North wall of large hall
- Children's records: Director's Office
- ODH Dental First Aid Chart: Inside closet door of blue classroom
- ODH Communicable Chart: Inside closet door of blue classroom
- Emergency Squad will transport a child if necessary
- In case of a Dental Emergency: Call 911, follow instructions on dental first aid chart, call parent
- Staff trained in First Aid/Communicable Diseases: Linda Sucheski, Noreen Feldman, Kathleen Jaekle, Michele Miller, Anne Hoffmeister
- Staff trained in CPR: Kathleen Jaekle, Noreen Feldman, Linda Sucheski, Marge Kenny, Chris Collins, Michele Miller, Anne Hoffmeister, Lisa Charpentier.
- In case of General Emergency: Follow instructions posted for fire, tornado. School will be closed if there is loss of power, heat, or water. Parents will be contacted by phone.
- In event of Serious Incident, Injury or Illness: Call 911, then call parent.
- Plan for supervision of Children in Emergency: A staff member will supervise all children at all times.

In the event of an emergency or accident, the staff will contact the parent first. If the parent cannot be reached, other names listed on the emergency information form will be contacted. If it is a life threatening situation, the paramedics will be contacted first, the parents second.

A monthly fire drill is conducted as well as seasonal tornado drills. A record of these drills is posted in the "back" classroom. Evacuation plans are posted in all rooms.

If an accident or injury occurs which requires first aid (bump to the head that requires ice, scrape on the knee, etc) the staff will complete a report that will be given to the parents.

### **Management of Illness**

All staff members are trained in the management of communicable diseases and shall observe each child daily upon arrival at school. A parent or guardian will be notified when a child has been observed with signs or symptoms of illness which include: fever, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness or discharge in the eye, untreated infected skin, dark urine and/or gray or white stool, stiff neck and fever, untreated lice, sore throat, vomiting, severe cold symptoms. A sick child will be cared for away from other children and supervised by a staff member until a parent arrives. The child will be made comfortable and provided with a cot, which will be disinfected after use.

Parents will be notified in writing or by phone when their child has been exposed to a communicable disease.

A Communicable Disease Chart and Dental First Aid Chart are posted in the classroom. If a staff member becomes ill, she will leave the center and a substitute will replace her.

### **Notification procedure if your child is sick or will not attend school for any other reason**

Notify either your child's teacher or the Director if your child will be absent. If your child has a contagious illness such as strep or pink eye, you must notify either the teacher or Director so that other parents may be notified. You

may call the school at 330.653.8118 ext. 237 or e-mail [lsucheski@stmaryhudson.cc](mailto:lsucheski@stmaryhudson.cc) with the information. You may also contact your child's teacher at the phone numbers and e-mail listed on your class roster.

### **Notification for extended absence due to vacation**

Notify your child's teacher in advance if your child will be away from school for an extended period of time.

### **Field Trips**

Field trips will be taken occasionally with the Four Year Old Classes. Parents are strongly encouraged to accompany their child. Transportation must be provided by a parent or by a person who has the permission of the parent. Appropriate car seats/restraints must be used. A staff member trained in first aid will accompany the group and a first aid kit will be available. Written permission is required for all field trips. Each child will have identification attached to himself listing the school's name, address and phone number.

### **Outdoor Play**

A safe outdoor play area is available. Outside playtime is dependant upon good weather conditions and class scheduling. An indoor area is available daily for large muscle play.

### **Calendar**

Classes run from mid-September through May and will basically follow the Hudson School calendar unless otherwise noted. A detailed calendar is made available before the beginning of school.

### **Clothing**

Please dress your child in comfortable, washable play clothes. Sneakers are the preferred footwear for your child's safety and comfort. Open toed sandals should not be worn. Please label all outerwear. Provide a complete change of clothing packed in a plastic bag that is to be kept in your child's school bag each day.

### **School Bag**

Provide your child with a school bag each day. The type which opens at the top works best for carrying home art projects. Put your child's name on the outside of the bag.

### **Birthdays**

On the day closest to your child's birthday, you may bring in a special treat and celebrate with us. Summer birthdays may be celebrated at a time agreed upon between the teacher and parent. Unless all children in the class are included, please do not ask us to pass out birthday party invitations or thank you notes at school.

### **Show and Tell**

Your child's teacher will notify you when show and tell items may be brought to school. Please do not allow your child to bring his/her own toys to school.