

**PARENT HANDBOOK**  
**2018-2019**  
**St. Mary Preschool 340 North Main St. Hudson, Oh 44236**  
**330-653-8118**  
**Isucheski@stmaryhudson.cc [www.stmaryhudson.cc](http://www.stmaryhudson.cc)**

Welcome to St. Mary Preschool. This handbook contains information about our program.  
Please read through it to become acquainted with our policies and procedures.

### **Philosophy and Goals**

We believe that each child is created by God and uniquely gifted with many capabilities which must be nurtured by both family and community. Therefore, we support our early childhood learning center which promotes the spiritual, emotional, social, intellectual and physical development of our young children. In this way, we are responding to the words and actions of Jesus as related in Mark's Gospel: "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs...Then he laid his hands on them and gave them His blessings."

### **Licensing information**

- The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license (number 102081) is posted in the back classroom.
- A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.
- The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.
- Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.
- The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review. Her hours are Monday through Friday from 9:00 a.m. until 3:00 p.m.
- The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.
- It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.
- For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

### **Tax identification number**

St. Mary tax identification number is 34-0714516

### **Class Times and Tuition**

Three Year Olds meet Tuesday & Thursday. Tuition is \$620.

Morning class: 9:00-11:30 /Afternoon class: 12:15 - 2:45

Class options for Four/Five Year Olds:

Three day a week classes on Monday, Wednesday & Friday. Tuition is \$2295

Morning class: 9:00-11:30 /Afternoon class: 12:15 - 2:45

Four day a week classes on Monday, Wednesday, Friday morning or afternoon and either Tuesday or Thursday afternoon. Tuition is \$2880

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 St. 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 of \$20 may be charged if payment is not received within two weeks of the due date. There is a \$30 NSF fee. 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. The tax ID number is 34-0714516. Tuition is refundable if a child needs to withdraw for any reason. There is no credit for days missed due to short illness or vacation. In the case of extended illness a reduction of tuition may be available.

## 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 11:15a.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. The school will not provide supplemental food if the parent does not provide all food groups in their child's lunch. 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 \$10 per class. Separate sign up forms are available from the classroom teachers. Available dates will be sent to parents in September 2018.

## Daily Schedule

The daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view St. Mary Preschool as a safe, loving and comforting place where they know what to expect and when to expect it.

### Morning

9:00 – 10:00	Circle time, learning centers	<u>Afternoon</u> 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

## 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/Five Year Old Classes. We accept up to 18 children in the Three Year Old Classes and up to 18 in the Four/Five Year Old Classes. All classes have one lead teacher and one or two assistant teachers, depending on class size.

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/Five year old program. All children must be potty trained.

## Enrollment requirements

Before your child can be officially enrolled in the school, we must have on file the following:

- Child's Medical Statement signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.
- Parents must sign the Child's Medical Statement if their child has not been immunized. Enrollment of a child who has not been immunized will be determined on a case by case basis. If it is determined that a child who has not been fully immunized is enrolled in the program, there will be no limits on that child's participation in the daily classroom activities.
- Child enrollment and Health Information form. Any change to this information must be communicated to the director immediately so that current information is always on file. This must be reviewed and signed by the director
- Parent review statement.
- Required tuition payment
- The director will meet each child and parent before the start of the child's enrollment in the school.

## Parent/Teacher Communication and Parent Participation

Parent-Teacher conferences are held in November and March, but parents may also contact the teacher at any time if they have a concern. A formal kindergarten readiness assessment is conducted for the Four/Five Year Old students in March and is given to parents at the conference. 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.

## **Resolution for resolving problems**

If a parent or staff member needs assistance in resolving problems related to the preschool the following procedure is available. The parent may contact her/his child's teacher, the director and/or the pastor of the church to resolve the issue. An staff member should discuss any concerns with the director or pastor.

## **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 with a staff member for a short period of time to give the child a chance to regain control if they are having a difficult time. 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 AM or 12:20 PM 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 time documentation.

## **Inclement Weather**

We will be closed if the Hudson Schools are closed due to weather conditions. Information is also available at [www.Hudson.k12.oh.us](http://www.Hudson.k12.oh.us). If Hudson Schools declare a two hour delay, the morning classes will be cancelled, but afternoon classes will be held. If Lunch Time Learning is scheduled for the morning class (11:30 -12:30) when there is a two hour delay it will be canceled and an attempt will be made to reschedule. If Lunch Time Learning is scheduled for an afternoon session (11:15 – 12:15) it will be held.

## **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: In each classroom
- ODH Communicable Chart: On the wall of the small kitchen near the back 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, Katie Evans, Kathleen Jaekle , Michele Miller, Anne Hoffmeister
- Staff trained in CPR: Kathleen Jaekle, Mary Gallo, Linda Sucheski, Marge Kenny, Michele Miller, Anne Hoffmeister, Lisa Charpentier, Katie Evans.
- In case of General Emergency: Follow instructions posted for fire, tornado. In the event of a tornado children will be kept in the hallway near the back classroom. In case of fire, we will evacuate the building and meet at the west end of the lower parking lot. 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.

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.

### **Safety Drills**

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

### **Management of illness, serious illness, injury or emergency**

- 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. A child may return to school after being free of all symptoms for 24 hours or with a doctor's permission. Parents will be notified in writing or by phone when their child has been exposed to a communicable disease.
- In the event of any type of emergency, serious illness or injury a staff member will call 911, another staff member will begin first aid, and the parent will be contacted. If an emergency requires transportation to a hospital EMS will provide the transportation.
- If a parent does not give permission to the school to transport their child by EMS in an emergency (see form jfs01234), the parent will be responsible for the transportation. A child may attend the preschool if the parent does not grant permission to transport their child by EMS in case of an emergency.
- 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.

### **Medications and modified diet requests**

Medications to a child will be administered only after the parent completes a Request for Medication form. All proper sections must be completed and the medication provided to the teacher. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child's cubbie or bookbag. All medications must be in the original container and administered in accordance to the label instructions. In the case of an epi pen, both pens must be in the prescription box. If a different dose is needed a physician must provide written instructions on the Request for medication form. Any dietary restrictions should be discussed with the teachers.

### **Attendance Policy**

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 email [lsucheski@stmaryhudson.cc](mailto:lsucheski@stmaryhudson.cc) with the information. You may also contact your child's teacher at the phone numbers and email listed on your class roster.

Parents must complete an Afterschool Pick up Form that lists all people who have permission to take their child from the preschool. Only authorized persons may pick up a child after school or at any time school is in session.

Teachers will go outside to meet each child at their car in the drop off line and escort her/him into the building. A staff member will note the time the child has arrived on our attendance sheet. At the end of class the staff will escort each child to her/his car and the time of departure will be noted on the attendance sheet.

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

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/Five 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 him listing the school's name, address and phone number.

### **Outdoor Play**

A safe, fenced in 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.

### **The following activities are not available at St. Mary Preschool**

Water activities, swimming, napping, resting

### **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.