

St. Mary Preschool

**Family Handbook
2021-2022**



ST. MARY
— S C H O O L —

**5450 Ohio St.
Vermilion, OH 44089
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www.stmaryschoolvermilion.org
Revised December 2020
Preschool Morning Prayer**

**Now, before I run to play,
Let me not forget to pray,
Help me, Lord, to love thee more
Than I ever loved before,
In my work and in my play
Be with me Lord through the day.
Amen.**

2020-2021 Staff

Preschool Teacher Four year-old	Mrs. Karen Gebhardt
Preschool Teacher Three year-old	Mrs. Patti Sebolt
Preschool Enrichment Teacher	Mrs. Patti Sebolt
Preschool 4-Year-Old Aide	Mrs. Melanie Conger
Preschool 3-Year-Old Aide	Mrs. Cindy Weeks

**School Secretary: Ms. Amber Settie
Parish Pastor: Fr. Paul Schreiner
Principal/Director: Mr. George Mitchell**

St. Mary Preschool Program Options

	Monday	Tuesday	Wednesday	Thursday	Friday	Tuition
3 Year-Old A.M.		A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30		\$145 Monthly (10 month plan)
3 Year-Old P.M.		P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30-3:30		\$145 Monthly (10 month plan)
3 Year-Old All Day Preschool and Enrichment		A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30- 3:30	A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30- 3:30	A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30-3:30		\$340 Monthly (10 month plan)
4 Year-Old A.M.		A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	\$185 Monthly (10 month plan)
4 Year-Old P.M.		P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30-3:30	P.M. Preschool Class 12:30-3:30	\$185 Monthly (10 month plan)
4 Year-Old All Day Preschool and Enrichment		A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30- 3:30	A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30- 3:30	A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30-3:30	A.M. Preschool Class 8:30- 11:30 Enrichment Class 11:30-3:30	\$440 Monthly (10 month plan)

St. Mary Preschool Philosophy

St. Mary Preschool is committed to creating a compassionate and nurturing learning environment where children interact with others in a Christian atmosphere of respect, concern, and cooperation to create a community of learners. We believe the school and parents work collaboratively to provide learning opportunities that promote the child's desire to learn independently and with others., about God, about the world, about others and themselves. We believe that developing the whole child with meaningful activities and supportive direction creates life-long learners. We believe that the learning experience and play activities should encourage and promote spiritual, intellectual, social, and physical growth and development

Preschool Goals

Children will...

- ❖ Become aware that he/she is a child of God and will grow in his love through prayer, song, and creative activities.
- ❖ Develop a positive self-image and acknowledge his/her own self-worth.
- ❖ Develop basic social skills
- ❖ Increase independence
- ❖ Develop a trust in adults other than his/her parents
- ❖ Develop the enjoyment of group play, accepting the need to share and cooperate.
- ❖ Develop a respect for the rights of others and defend his/her own rights.
- ❖ Develop the desire to learn.
- ❖ Develop emergent content and literacy skills in preparation for Kindergarten.

Admissions Policy

Grades Preschool through 6

All children who qualify by reason of academic ability, moral character, and personal conduct are eligible for admission to St. Mary School. **St. Mary Preschool parents that are parishioners will have acceptance priority into Kindergarten.**

- ❖ If maximum class size is not reached, other children with the above qualifications, who are not parishioners, will be admitted in the following order:
 - a. Children of Catholic non-parishioners without a parish school
 - b. Children of Catholic non-parishioners with a parish school
 - c. Children of those who are not Catholic
- ❖ **Children enrolled in the 3 or 4 year program should be three years old for the 3 year old program, four years old for the 4 year old program by September 1st.**
- ❖ All preschoolers must be toilet trained prior to entering school. Children must independently recognize when he or she needs to use the bathroom and be self-sufficient when using.

Statement of Non-Discrimination

No child will be refused admission to St. Mary Preschool because of race, sex, color, or ethnic origin.

Staff to Child Ratio

St. Mary Preschool abides by the State Department of Education which mandates an adult child ratio of 1:12 for 3 year olds and a 1:14 ratio for 4 year olds. We reserve the right to reach the state maximum ratios.

Tuition Policy

St. Mary Preschool utilizes the FACTS management system. Payment for tuition may be paid in full in advance or by September 15th of that school year. If this option is chosen, the FACTS system is not required.

Tuition Assistance

Tuition assistance is currently unavailable for preschool families. Families that register with more than one child, in the other grades, do not need to pay an additional registration fee.

Registration

The following requirements are needed to complete the registration process:

- ❖ Registration Form
- ❖ Immunization Records
- ❖ Copy of Birth Certificate
- ❖ Copy of Baptismal Certificate
- ❖ Custody documents if applicable (in entirety)
- ❖ Registration fee of \$100
- ❖ FACTS Management forms
- ❖ Physical form to be completed within 30 days of the start of school

Attendance Policy

Parents are asked to notify the preschool between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. or 12:45 p.m. each day their child will be absent from the preschool program. Please inform the school if your child's illness is of a contagious nature (See Health Procedures and Management of Communicable Disease regarding child wellness questions).

Tardy Policy

Students arriving after the scheduled drop off times will be marked tardy. Parents are asked to sign in the office when assisting the child to the classroom and inform the child's teacher that you have arrived and the child is in her care. Parents should sign out when leaving.

Withdrawal Policy

A family wishing to withdraw a child from the preschool program must notify the director of the date of withdrawal. Records will be released to another school if requested and authorized by the parent. Payment of tuition and other fees must be complete at the time of withdrawal. Refunds will not be made on tuition or instructional fees already paid.

School Closings

If Vermilion Local Schools close, St. Mary School is also closed!

In case of inclement weather, local radio and television stations will broadcast school closings. When the Vermilion Local Schools is closed for inclement weather, St. Mary School will be closed. Parents may also check the St. Mary School website and the school Facebook page for school closing information.

If there would be a **need to close St. Mary School** due to an emergency situation (weather, building issues, illnesses for example), we would notify you through the major TV and radio stations as well as through an email and/or phone call and notification on the school Facebook page. You may log on to our school website, www.stmaryschoolvermilion.org for updates.

Special Dismissal

In the event that a preschool child must leave before the end of the class session, the parent must present a note to the teacher stating the reason for the early dismissal. Please limit special dismissals to extraordinary circumstances only.

School Calendar

St. Mary Preschool follows the St. Mary School Calendar for vacation days and No School days. Additional no school days may be added to accommodate preschool staff training.

Preschool Attire

Preschool children wear play clothing that is appropriate for school wear, weather conditions and relaxed play atmosphere of the preschool classroom. Preschool "play" clothing should be different from the everyday play clothes the child wears at home. This begins to teach the young student that school is a special place with special activities. For safety reasons, non-skid shoes are required at all times. **NO flip flops or crocs.** Please bring a pair of shoes when boots are worn. Parents are asked to send a change of clothing in their child's book bag. Children will be encouraged to dress and undress themselves with minimal help from the staff.

Discipline Policy

St. Mary Preschool believes that all children are good and that God has gifted each child with uniqueness all their own. All children want to be good and therefore, want to know what is expected of them. Rules for preschool children are simple in keeping with their developmental stage. Praise is given for appropriate behavior and making good choices.

When inappropriate behavior occurs, the preschool child will:

Be reminded of the rules

Be offered a compromise, if it is warranted

Be invited to cooperate with the rules

Be guided toward self-discipline

Be helped to understand why the behavior must change

Be given an opportunity to discuss the behavior privately with the teacher

Be given a timely and appropriate consequence

The child will receive a note home when a misbehavior occurs that is repeated or is harmful to another child, themselves, or staff and/or be notified through email or phone. Please view these notes as a way to maintain constant parent-teacher communication and to help the child to get back "on track." If inappropriate behavior continues, the teacher or parent may request a conference to discuss strategies to move toward appropriate behavior. Only a Preschool Staff member or person in charge of the children will administer and be responsible for the discipline of the children.

As stated in the Ohio Revised Code and included in the practices and policies of St. Mary Preschool, the following 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, derogatory remarks about the child or the child's 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.
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 preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parent Conferences

Preschool conferences will be held two times a year. One conference will be held in the fall and one in the spring. Each child will be assessed and a progress report sent home or given at the conference.

Personal Belongings

Please do not bring toys to class except when it is a special day. Any item that reflects or pertains to violence such as guns or weapons are not permitted.

Meals/Snacks

School will provide snacks and water for preschool students.

- Children attending all day will have lunch and snack provided.
- A snack menu for the month will be posted in the cafeteria where students will eat snacks.

Preschool Parent Participation and Communication

With parents as the primary educators, St. Mary Preschool values and welcomes parent participation. Parents will have opportunities throughout the school year to assist in activities and field trips. Preschool families will receive the Parent Handbook, calendar, and newsletters. Families should check their child's folders frequently for communications from teachers as will the teachers. Valuable information can also be found on the St. Mary School website and Mariner Minute newsletter. A log of parent communication will be kept in the classroom at all times. Please email or call with any questions or concerns. You can expect a response within 24 hours on any weekday or by the following Monday on weekends.

Each year begins with a parent meeting at which time the parents will receive an orientation to the program and have the opportunity to have their questions answered by preschool staff.

Field Trip/Transportation Policy

Permission slips are required for all preschool field trips. No child will be permitted to attend a field trip unless a permission slip is turned in. Each child will have identification attached to him/her with the school's name. Parents will be asked to volunteer for field trips to lower the adult/child ratio.

***Children must be in age-appropriate car seats for transportation.**

Safety Procedures

No child is ever left unsupervised. Simple preschool routines will be established during the first weeks of school for walking through the hall, going to the restroom, and entering/leaving the building. Monthly fire, tornado, and lockdown drills are discussed and practiced. A crisis plan is in the classroom along with rapid dismissal instructions for fire and emergencies.

Daily Schedule

Each day the schedule will include arrival, centers, circle time, guided activity, large muscle activities, religion, restroom, snack, songs, story, and departure. The schedule will vary for special events.

The gym will be available for preschool use upon the teacher's discretion. The daily preschool schedule is balanced with active and quiet engaging activities. The Ritter librarian visits monthly.

Preschool Schedule

Morning/Afternoon Preschool

8:30-8:45/12:30-12:45	Work Stations
8:45-9:15/12:45-1:15	Circle Time
9:15-9:25/1:15-1:25	Music Movement
9:25-9:55/1:25-1:55	Snack
9:55-10:25/1:55-2:25	Outside/Gym
10:25-10:40/2:25-2:40	Concept of Day/Seatwork
10:40-11:10/2:40-3:10	Center Time/Small Group
11:10-11:20/3:10-3:20	Story Time/Review of Day/Prayer
11:20-11:30/3:20-3:30	Prep for Dismissal
11:30/3:30	Dismissal

Enrichment Program

The Enrichment Program is an extension of the preschool class's curricular objectives through a variety of activities. It is also an opportunity for students to explore their world socially through various types of play and creative projects. The program includes a lunch and rest period.

Arrival and Dismissal

****There are different arrival procedures for A.M. and P.M.***

Preschoolers will arrive at the designated entrance (A.M. - North entrance, P.M. - South entrance). One of the preschool teachers will escort your child into the building. When dropping off child, do not leave child unattended unless a teacher is available to meet and escort them. Parents in both classes are asked to park and wait outside the south entrance on Ohio Street when picking up their child. Children will only be released to those on the approved pick-up list.

Adult Volunteers

We love having parents volunteer at the preschool. St. Mary School requires all volunteers to go through the VIRTUS program before they volunteer. This involves an online child abuse class, background check and signing an Expectation Form. This is a Toledo Diocesan policy for all schools.

Preschool Curriculum

St. Mary Preschool curriculum is designed to meet the developmental needs of young children, promoting their spiritual, emotional, social, physical, and cognitive growth.

St. Mary Preschool uses the Diocese of Cleveland Pre-Kindergarten Curriculum as the basis for our curriculum which is also aligned with Ohio's Early Childhood Standards. The curriculum integrates areas of learning in a "hands-on" approach to stimulate and encourage curiosity, discovery, and explorative learning. Multisensory activities that support the total development of the child are planned in a sequential manner to follow a theme or particular unit.

Religion

Religion readiness is an integral part of the Catholic Preschool Program. As preparation for future formal religious instruction, readiness involves the development of a positive self-image in relationship to a loving God. The preschooler's parents and the example of the parish community have already set the basis for a sense of God's love. The child's sense of God is further enhanced by the warm atmosphere of love and acceptance in the preschool class where he/she learns about God's wonderful world. Classroom prayer and paraliturgies, appropriate to the developmental level, prepares the preschoolers to participate in the celebrations of the Church. The instruction includes a resource book, "God Made Me" and "God Made the World" in which students use for religious curriculum activities.

Language

Language is the development of communication skills that enable a child to share his world with others. Literacy skills will be developed through small group, whole group, and literacy centers. The centers will focus on emergent listening, writing, alphabet, and comprehension. Handwriting skills will be practiced with the 4 year-old program in the centers as well. Listening to and analyzing stories, poetry, and finger play enhances the love of language.

Math Readiness

Math readiness at the preschool level involves the development of such cognitive skills as colors, shapes, quantitative concepts such as size differences, basic counting skills, one-to-one correspondence, classifying, forming sets and recognizing numerals. These concepts are taught through the use of manipulatives and play experience. Math will be taught in directed play activities, whole group, and small group.

Multicultural Awareness

Positive social development includes awareness on the part of the child of the similarities and differences in family lifestyles and cultures. Stories and the sharing of holiday customs are several multicultural activities that enhance the child's awareness that people are alike in many ways but may have different ways of expressing themselves.

Personal/Social Development

The preschooler needs to understand himself/herself in order to relate to other children and adults. Through basic social interaction (between two children, teacher and child and child and group), the young child establishes autonomy and learns skills to help relate to his/her world.

For the preschooler, areas of personal development include: knowing name and age, eventually learning address, phone number, and birthday, caring for toileting needs and handwashing, separating from parent with relative ease, caring for belongings and respecting others.

Social development includes cooperative play, sharing, following directions, initiating conversation and play situations with peers, entering into group activities, developing a positive relationship with teachers and caring about others.

Music

Music is a channel for creative expression for the preschool child. The young child develops a love and appreciation for singing, listening to music, using rhythm instruments, making instruments, dancing, and other rhythmic activities.

Motor Skills

The preschool child learns with his/her body. Motor skills are a vital part of the young child's development and are crucial to the learning skills needed in the future.

Gross Motor Skills: include large muscle activities such as walking, running, jumping, hopping, and skipping. Arm-eye coordination is strengthened by throwing a large ball or beanbag, catching, aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games, and organized play.

Fine Motor Skills: include the development of dexterity and strength of small muscles, which enhances the development of a readiness for the reading process. Eye-hand coordination is developed through such activities as manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing and using scissors. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness. The preschooler is encouraged to observe his/her natural hand dominance; however, hand dominance is not necessarily achieved as of yet.

Art

Art at the preschool level should be a joyful creative experience full of self-expression. Creative activities will come from use of manipulatives that develop fine motor skills; clay, paint, paste, pencil, and crayons. Sand and water play are also excellent activities that encourage multisensory learning.

Play

Play is a child's business. The value of free play indoors and outdoors cannot be overstated. Opportunities for play will be provided during the preschool day. Dramatic play areas will help to facilitate the child's imagination.

Health and Wellness

Health Procedures and Management of Communicable Disease

The following precautions will be taken for children suspected of having a communicable disease:

1. The preschool or school staff will notify the parent or guardian of the child's condition immediately once signs or symptoms of illness have been observed.
2. A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
 - a. Diarrhea (more than one abnormally loose stool within a 24 hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapid breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis;
 - f. Temperature of 99 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool;
 - i. Stiff neck;
 - j. Evidence of lice, scabies, or other parasitic infestation.
3. A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be watched carefully for symptoms listed above as well as the following: *unusual spots or rashes, elevated temperature, vomiting, sore throat, or difficulty in swallowing.*

4. *A child isolated due to suspected communicable disease shall be:*
 - a. *Cared for in a room or portion of a room not being used in the preschool program and will be supervised by a preschool compliant employee while in this room.*
 - b. *Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;*
 - c. *Made comfortable and provided with a cot. All linens and blankets if used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or if soiled by other body fluids, shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;*
 - d. *Observed carefully for worsening condition; and*
 - e. *Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.*

Management of Communicable Diseases

1. Staff Training: each preschool staff member shall be annually trained or supervised in reviewing signs and symptoms of illness and in hand-washing and disinfection procedures.
2. Removal of sick child: students who are ill will be escorted from the classroom by a preschool staff member and isolated from other students in the school infirmary while also being supervised by a preschool compliant staff member.
3. Re-admittance of sick child: the sick child will be readmitted to the preschool classroom when signs or symptoms of illness are no longer present, child is fever free for 24 hours and/or a note from the doctor states that the child is healthy to return to school.
4. Parent notification of sick child: parents or family members of the sick child will be notified as soon as the symptoms are detected by the preschool staff. Letters informing preschool families of a medically confirmed communicable disease contracted by students within the preschool population will be sent to all preschool families. All families will receive notification if a preschool child has been diagnosed with a communicable disease such as pink eye, ringworm, chicken pox, or lice in the preschool classroom.
5. Mildly ill child: any child who exhibits minor common cold symptoms will be monitored to ensure they are comfortable and feel well enough to participate in school activities. A preschool staff member will inform the family if they are concerned that the symptoms are affecting the child's participation.

Medication Administration

Children who need medicines to be administered such as Epi Pens or inhalers for medical conditions will be treated by a health professional or employee who has completed drug

administration training by the parent or legal guardian. A physician's note must accompany any administration of medication to students with directions and dosage.

A written log or record of the administration of medicine is kept on file for one year. The log will include date, time, and dosage.

HealthChek Services

Healthchek services are available for children up to 21 years of age. This is part of Ohio's Medicaid program. Families can get help and information by going to <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Student Roster and Publication on Social Media

St. Mary School requires that parents or guardians sign a permission form for students' names to be published in a class directory for use by other classmates.

Parents or guardians must also sign a permission form for your child's picture to be posted or not to be posted on the school website or other publications and social media.

Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events, or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the true. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary

to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters.

In Catholic parishes, schools, and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. therefore , in every parish, school, and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - a. What is the specific request of the adult, student, and/or parent(s)/guardian?
 - b. Is the request in keeping with the teaching of the Catholic Church?
 - c. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
 - a. Are you a member of the parish; do you have children in the school?
 - b. Where is the wedding being held? What are the names of the parties to be married?
 - c. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
 - d. Who are the parents/guardians of the child?
 - e. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with the Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanation of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.
6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the

person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.
8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

Prayers and the Preschool Child

As part of a child's spiritual development, we encourage parents to pray with their children: morning, evening (bedtime), and before meals are good times to establish a prayer routine. When parents pray with their children, children learn that prayer is important in developing their relationship with God. at St. Mary Preschool, we teach our children to pray in an age appropriate way. A simple way might be, "Dear God, Thank you for our food." Or "God, please bless (insert name(s)) tonight."

I encourage you to spend time with your child and pray in a way that is comfortable for you. Below are some traditional Catholic prayers that your child may learn after preschool throughout his/her school years. These are for your reference only.

Catholic Prayers

Sign of the Cross

In the name of the Father, the Son, and the Holy Spirit Amen.

Before Meals

Bless us oh Lord, for these your gifts, which we are about to receive, from your bounty, through Christ our Lord, Amen.

Guardian Angel

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day, be at my side, to light, to guard, to rule and guide. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of death. Amen.

Our Father

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who have trespassed against us. And lead us not into temptation, but deliver us from evil. Amen.

Note to Parents

This parent handbook is for your use in adding your child's education at St. Mary School. If you need to discuss something that was not covered in this book, or if there are any issues you have questions about, please refer them to your child's teacher or the administrator.

To demonstrate that you have read this handbook and understand the information presented in it, please sign, date, and return to St. Mary School the following signature page.

COVID-19 ADDENDUM

Pandemic Procedures

Sanitation

- Touchpoints (only those located within preschool classrooms) will be sanitized in between sessions with different groups of children.

Handwashing

- Students will wash their hands upon arrival, before consuming food, and before leaving the building to go home.

Masks

- Students are highly encouraged to wear masks while in the school building. It is recognized that students may need to take off their masks during therapies, while eating, and/or during other designated activities (including mask breaks).

Temperatures

- Staff/Students will be responsible for daily temperature monitoring before arriving at school.

Social Distancing

- Students will practice social-distancing (when possible) throughout the school day. They will also have an individually assigned spot on the floor for carpet time. Centers will be spaced out to maintain distance between students.
 - Please be aware that there may be times when maintaining social-distancing cannot be maintained.

Materials

- When possible, students will have individual materials (e.g., art supplies). When materials are shared (e.g., toys in the classroom), they will be sanitized in-between each use. Learning materials that are not easily sanitized (e.g., dress-up clothing) have been removed from the classroom.

Building Visitors

- Building visitors will be allowed on a limited, necessary basis.
 - All visitors will be required to wear a mask.

Arrival and Departure Procedures

Staff will meet the students outside and walk them into the building.

Please avoid late arrivals so that staff may attend to their additional responsibilities. If your child arrives at a time other than the regularly scheduled time, the parent must accompany the child and report to the St. Mary School office to sign their child into school. A staff member will accompany them to class.

Parent Engagement

Parent engagement will resume. We will continue to monitor Covid-19 reports and guidelines to ensure safe and healthy environments for parent engagement functions.

Schedule for Cleaning and Sanitizing Items

To clean: Wash the surface or item with a detergent solution or other appropriate commercial product used for cleaning purposes. Questions about products must be directed to the manufacturer of the product. Follow the manufacturer's instructions exactly.

To sanitize: Family child care providers must use a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item you are sanitizing. Questions regarding commercial products must be directed to the manufacturer of the product or the US EPA. Follow manufacturer's instruction exactly when using any product to sanitize.

All bottles of cleaners and sanitizers must be labeled with the contents.

Area/Object	Clean	Sanitize	Frequency Requirements
Any item soiled with blood or bodily fluids	x	x	Immediately
Blankets/sheets for cots or cribs	x		Weekly, when soiled and before another child uses.
Carpets	x		Vacuum weekly or when soiled. Clean when soiled.
Cots/Pads/Mats	x	x	Before assigning to a different child, when soiled, and at least every 3 months.
Dishes/Cups/Silverware/ Water Containers	x	x	Clean after each use. Water containers that are labeled with the child's name can be used all day, but must be cleaned and sanitized before used again on another day.
Dress up clothes and hats (Dramatic Play) X Monthly and when soiled. Floors	x		Weekly and when soiled.
Food prep area, including sink	x	x	Before and after preparing food (including bottle preparation) and between preparing raw or cooked food.
Tables (food)	x	x	Before and after each use.

Tables (play)	x	x	Clean when visibly soiled. Sanitize daily.
Toilet bowls	x	x	Clean when visibly soiled. Sanitize weekly.
Toilet seats, handles and hand washing sinks	x	x	Clean when visibly soiled. Sanitize daily.
Toys that go into the mouth	x	x	After each child's use.
Toys – other than those going into mouth	x	x	Monthly and when visibly soiled.
Washable furniture	x		Weekly and when soiled: upholstered furniture must be steam cleaned when soiled, if not covered by a washable slipcover. Slipcovers must be washed at least every six months and when soiled.
Wastebaskets, including lids	x	x	Empty daily and more frequently as needed. Clean and sanitize when visibly soiled.

List of COVID-19 Symptoms

- A temperature of one hundred degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Handwashing

Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer (if 24 months or older), at the following times:

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet
- before moving on to another activity.
- Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).

Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

Appendix A - List of COVID-19 Symptoms

(A) What are transitional pandemic requirements for a licensed child care center?

Transitional pandemic requirements are licensing requirements that are followed as Ohio transitions out of pandemic child care for the COVID-19 pandemic and back to child care licensing requirements.

(B) When does a licensed child care center follow these requirements?

Licensed child care centers shall follow these requirements when the governor of Ohio declares a state of emergency for the COVID-19 pandemic and or directs ODJFS to issue transition requirements.

(C) What are the licensing requirements for a transitional child care?

The child care center shall follow all of the licensing requirements of this chapter, with the following exceptions and

Additions:

- (1) The center shall follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.
- (2) The center shall follow all handwashing procedures pursuant to rule 5101:2-12-13 of the Administrative Code with the following additions:
 - (a) All administrators, child care staff members and employees shall wash their hands upon entering a classroom and prior to leaving for the day.
 - (b) All children shall wash their hands prior to leaving for the day.
- (3) The center may use non-permanent sinks to meet the handwashing requirements of this chapter.
- (4) The center shall ensure that all administrators, employees, child care staff members and children are assessed for the symptoms listed in appendix A to this rule prior to or as soon as they arrive each day.
 - (a) If a person has a temperature of 100 degrees or higher:
 - (i) The center shall immediately send the person home. The individual shall not return to the center until he or she has been fever-free without the use of medication for at least twenty-four hours.
 - (ii) If the person had known contact with someone confirmed or probable to have COVID-19, the individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
 - (b) If a person has any of the symptoms listed in appendix A and has had known contact with someone confirmed or probable to have COVID-19:
 - (i) The center shall immediately send the person home.
 - (ii) The individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
 - (c) The requirements of this paragraph also apply to anyone whose symptoms are assessed after arrival.
- (5) The center shall ensure that all administrators, child care center staff members and employees wear a face covering while indoors, unless not medically appropriate. Face coverings shall cover the individual's nose and mouth.
- (6) In accordance with the recommendations of the Ohio children's hospital association which is consistent with the Ohio chapter, American academy of pediatrics (Ohio AAP) and United States centers for disease control and prevention (CDC) guidelines (which is available at https://content.govdelivery.com/attachments/OHOOD/2020/08/04/file_attachments/1511083) the center shall ensure that all school-age children wear a face covering while indoors, unless not medically or developmentally appropriate. "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old. Face coverings shall cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under shall wear a face covering.

(7) If an administrator, employee, or child care staff member employed by the center or a child enrolled in the center tests positive for COVID-19, the program shall:

(a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule 5101:2-12-16 of the Administrative Code.

(b) Notify the local health department by the next business day.

(c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the program.

(8) If the center wants to divide a room into smaller spaces to serve additional groups of children, dividers may be used if they meet the following requirements:

(a) The dividers are at least six feet in height.

(b) The dividers are made from a nonporous material or other material that can be sanitized.

(c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.

(D) How long is the transitional pandemic rule effective?

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full child care licensing requirements.

Appendix C - Smoke Free Environment

(A) What are the requirements to provide and maintain a clean environment, furniture, materials and equipment in a licensed family child care home?

(1) Toilet tissue, liquid soap, running water, individually assigned towels or disposable towels shall be provided in all bathrooms. Toilets and bathroom sinks shall be in good working condition. Toilets shall be flushed after each use.

(2) Equipment, furnishings, and materials shall be constructed of materials to facilitate cleaning and shall be kept clean and in good repair.

(3) Accumulated trash and garbage shall be stored outside of the outdoor or indoor play area and shall not be accessible to the children.

(4) The home shall be cleaned daily and kept in a sanitary condition at all times. Cleaning and sanitizing shall not take place while rooms are occupied by children, except for general cleanup activities such as sweeping and vacuuming, and wiping off tables which are part of the daily routine. The cleaning and sanitizing schedule contained in appendix A to this rule shall be followed.

(5) The premises shall be kept clean to prevent an infestation by insects or rodents.

(6) If the home's water is not publicly supplied, the provider shall contact the Ohio environmental protection agency (EPA) to determine if it qualifies as a public water system.

(a) If the water supply qualifies as a public water system, the provider shall comply with the Ohio EPA requirements.

(b) If the water supply does not qualify as a public water system, the provider shall contact the local health department to have the water tested and follow any additional

requirements requested by the health department. The provider shall retain a copy of the water test in the home and make it available upon request.

(7) On-site sewage disposal systems shall not present a public health hazard.

(8) Dishes, cups, containers and silverware sent by the parent shall be cleaned and sanitized according to appendix A to this rule if not sent home daily for cleaning.

(B) What are the handwashing requirements for a licensed family child care home?

(1) Handwashing shall occur in a handwashing sink which is a permanent fixture with running water and which conforms to the Ohio plumbing standards of division 4101:3 of the Administrative Code.

(2) Handwashing requirements for the family child care provider, child care staff members, employees and children are detailed in appendix B to this rule.

(C) What are the requirements for a smoke free environment in a licensed family child care home?

The provider shall provide a smoke free environment for the children during the hours that child care is being provided as detailed in appendix C to this rule.

(D) What are the requirements for toothbrushing in a licensed family child care home?

Licensed family child care providers who provide toothbrushing shall:

(1) Label each toothbrush with the child's name and store with bristles to air dry in such a way that the toothbrushes cannot contact or drip on each other and the bristles are not in contact with any surface.

(2) Ensure that when a single tube of toothpaste is used for more than one child a pea sized amount shall be dispensed onto a clean piece of paper or paper product for each child.

(3) Discard and replace toothbrushes every three months or if one of the following occur:

(a) Contamination through contact with another brush or after illness.

(b) A toothbrush is used by another child.

(c) A toothbrush comes in contact with the toilet or toileting area.

General Overview

- St. Mary Preschool Program will follow the rules and procedures established under Child Care Center Rules 5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center (see attached).

Sanitation

- St. Mary Preschool Program will follow the rules and procedures established under Child Care Center Rules 5101:2-12-13 Sanitary Equipment and Environment for a Licensed Child Care Center (see attached).

- Touchpoints (only those located within preschool classrooms) will be sanitized in between sessions with different groups of children.

Handwashing

- Students will wash their hands upon arrival, before consuming food, and before

leaving the building to go home.

Masks

- Students are highly encouraged to wear masks while in the school building. It is recognized that students may need to take off their masks while eating, and/or during other designated activities (including mask breaks).

Temperatures

- Staff/Students will be responsible for daily temperature monitoring before arriving at school. Temperature guidelines under the Child Care Center Rules 5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center (see attached) will be followed.

Building Visitors

- Due to Covid-19 regulations, visitors will not be allowed in the building at this time.

School Sanitation Procedures

St. Mary School will be providing an increased emphasis to cleaning and sanitation procedures in response to concerns regarding the spread of viruses. Below is information regarding our cleaning and disinfecting procedures.

Cleaning Routines:

- St. Mary will have all touchpoints (*listed below) disinfected daily with additional cleaning of high traffic areas. (such as door handles)

Daily Cleaning Routines

- In addition to the special work outlined above, regular daily cleaning will still occur, including wiping down tables, chairs and other surfaces, emptying trash, and cleaning restrooms.
 - Between preschool classes, surfaces within the classroom will be disinfected.

Evening Cleaning:

- St. Mary School has contracted with an outside company to do nightly cleaning of public areas, classrooms, restrooms, touchpoints, and surfaces within the building.

Approved School Cleaning Products:

- A pre-mixed, spray bottle of the same disinfectant can be used by custodians, teachers, nurses, and other staff as necessary to clean up common school issues (such as vomit, blood, and other bodily fluids). Disinfectant wipes are suitable as well for some of the smaller jobs.

Hand Sanitizers:

- The hand sanitizing product being used meets the minimum 60% alcohol threshold recommended by the CDC.
- Adults should always supervise the use of hand sanitizers by children.

*** Touchpoints:**

- Door handles
- Light switches
- Classroom doors
- Classroom sinks and faucet handles, counters
- Classroom tables/chairs

- Water bottle filling stations
- Restroom doors, handles and push plates
- ADA Bars
- Toilets handles
- Sink and faucet handles
- Toilet paper, soap, and paper towel dispensers and handles

Appendix C to Rule 5101:2-13-13

Smoke Free Environment

Smoking on the property during the hours that child care is being provided shall be permitted only if all of the following requirements are met:

- Smoking shall not occur within the home or attached building and garage areas.
- The area where smoking is occurring is so far removed from the children being cared for that the children cannot inhale any smoke.
- Smoking cannot be seen by children, including any outside area.

The provider shall not expose the children to cigarette, cigar or pipe butts or ashes. If smoking is permitted in the home or in vehicles used for transporting children during hours that the provider is not providing child care, the provider shall provide to the parent of each child enrolled a written notice that smoking occurs at the home or in the vehicle outside of operation hours. The provider shall not permit any person to smoke in a vehicle while it is occupied by children in the provider's care.

The provider shall post in a noticeable place at the main entrance of the home, a notice stating that smoking is prohibited.

Note: The above requirements also include smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.

Preschool Handbook Parent Signature

Parent Name _____

Child's Name _____

Child's Name _____

Child's Name _____

Parent/Guardian Signature _____ Date _____