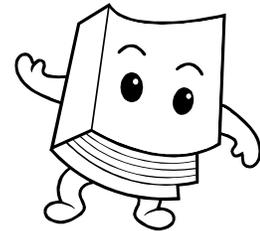
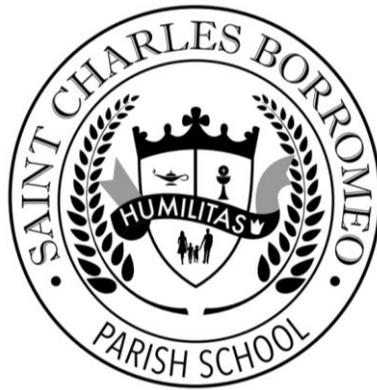
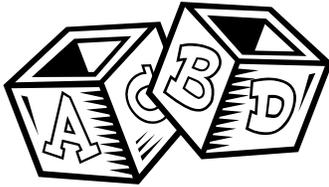


SAINT CHARLES BORRROMEO PRESCHOOL PROGRAM



2019-2020 HANDBOOK

7107 Wilber Ave.
Parma, OH 44135
www.saintcharlesschool.org

p. 440-886-5546
f. 440-886-1163

SAINT CHARLES BORROMEIO PRESCHOOL

SAINT CHARLES SCHOOL PHILOSOPHY

The primary purpose of Saint. Charles School in Preschool through Grade Eight is to cooperate with parents in preparing students for their role as Christians who will both live and spread the Gospel of Jesus. The Christian educational environment at Saint Charles School is directed to educating the whole person, spiritually, intellectually, emotionally and socially. The School Community, through personal Christ-like witness and professional competency, coupled with rich liturgical celebrations and a variety of instructional programs, aids the students in understanding the teachings of Christ and His Church in relation to human knowledge and culture.

SAINT CHARLES PRESCHOOL PHILOSOPHY

The primary purpose of Saint Charles Preschool Program is to provide a transition from home to a school atmosphere while at the same time preparing children for kindergarten. While recognizing that family relationships provide the young child with the best model for developing attitudes, values and appropriate behavior, the Saint Charles Preschool program offers the preschool aged child an opportunity for interaction with other children and adults in an atmosphere of Christian love and concern. The preschool program promotes the spiritual, intellectual, social and physical growth of the young child in a creative learning environment through age-appropriate developmental experiences and play activities.

Saint Charles Preschool complies with the laws of the State of Ohio and the guidelines from the Office of Catholic Education of the Diocese of Cleveland.

PRESCHOOL GOALS:

Saint Charles Preschool program helps the young child:

- To foster a continued awareness of the fact that he/she is a child of God and will grow in His love
- To develop a positive self-image and acknowledge his/her self-worth
- To foster a development of the five modalities: auditory, fine motor, gross motor, language and visual
- To develop basic social skills
- To develop a sense of age-appropriate independence
- To develop a willingness to interact within a teacher-child relationship
- To enjoy being part of a group and accept the need to share and cooperate
- To respect the rights of others and recognize his/her own rights
- To develop a desire to learn

ADMISSIONS POLICY

Families will be admitted on a first come, first serve basis. All families that are admitted should

- be registered members of a Catholic Parish (preferred, not required);
- if Catholic, participate in Mass every weekend;
- have a history of weekly offertory contributions of \$10.00 (minimum)
- participate in the Saint Charles Certificate Program if members of Saint Charles Parish

Families who follow the above recommendations will be given priority in registration for Saint Charles School preschool and kindergarten programs in following years.

Statement of non-discrimination: Saint Charles Preschool Program admits students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities.

Registration procedure: Twenty students will be enrolled for each of the sessions. Registration priority will be determined as follows:

- Families who have children in Saint Charles Borromeo Parish Day School
- Families who are registered, active, and participating members of Saint Charles Borromeo Parish
- Families who are registered, active, and participating members of another Catholic parish
- Families with no prior or current connection to Saint Charles Parish or School

Once an enrollment of 20 students is reached in a session, families will be placed on the waiting list in the order in which they apply.

A place will be held in the preschool class for a child once all of the registration forms are complete and the \$25 registration fee is paid (non-refundable). The following forms must be completed in full: registration form, preschool information sheet, immunization form, and a report of a physical examination prepared by the child's physician. A copy of the child's baptismal (if applicable) and birth certificates must be presented at the time of registration. If applicable, a copy of appropriate Custody /Guardian papers must be on file with the school.

PROGRAM COSTS AND PAYMENT PLAN

- 3 day per week program: \$ 144.45 per month (\$1300.00 per year) + \$25 registration fee
- 2 day per week program: \$ 119.45 per month (\$1075.00 per year) + \$25 registration fee

Payment Plan: The \$25 fee is due at the time of registration. It is non-refundable if the child is withdrawn from the program.

Tuition from September to May will be due the first of each month. Tuition is fixed at a monthly rate and will not be adjusted due to absences for illness or vacation. Tuition payments that are two weeks late will be construed as a withdrawal from the program.

PRESCHOOL CALENDAR

Preschool classes will begin the first Tuesday in September after Labor Day and end the last full week of May. Between September and May the Preschool will follow Saint Charles School Calendar. When Saint Charles School is closed for teacher in-service, parent conferences or a free day, there will be no preschool classes. If the Parma City Public Schools are closed for inclement weather, Saint Charles Day School and Preschool will also be closed.

ATTENDANCE POLICY

Parents are asked to notify the school office between 7:00 AM and 9:00 AM each day their child will be absent from the preschool program. Following any absence a child is expected to bring a written excuse or to e-mail to the teacher. A written note should be dated and give the reason for the absence.

TARDY POLICY

Students arriving after the preschool door is closed must enter by way of the main school door on Wilber Ave. These students must report to the school office and be signed-in by the parent or designated adult.

SPECIAL DISMISSAL

In the event that a preschool student must leave before the end of the class session, the parents must present a note stating the reason for the early dismissal. Parents must come to the office, sign the preschool student out and the student will then be called out of class.

PRESCHOOL CLOTHING

Preschool students wear play clothing that is appropriate for school wear, weather conditions and the relaxed play atmosphere of the preschool classroom. School "play" clothing should be different from the everyday play clothes the children wear at home. This begins to teach the young student that school is a special place with special activities.

DISCIPLINE POLICY

Saint Charles School Community believes that all children are good and that God has gifted each child with uniqueness all his/her own. All children want to be good, and therefore, want to know what is expected of them. Rules for preschool children are simple and in keeping with their developmental stage. Only certified educators and educational aides discipline children at Saint Charles Borromeo Preschool. We follow all discipline as outlined in the Ohio Administrative Code 3301-37-10 D:

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

(D) The center'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, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Praise is given for appropriate behavior. 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-correction;
- be helped to understand why the behavior must change;
- be talked to in a private way.

TWO DAY PER WEEK PROGRAM

STUDENTS:

Three year olds (children must have turned three before September 1st) and four year olds, whose parents want a two day session

FAMILY REQUIREMENTS:

The families should be registered members of a Catholic Parish (preferred), attend Mass weekly and contribute regularly to the support of the Parish as evidenced in a history of weekly use of Church envelopes with a minimum contribution of ten (\$10) dollars. Preschool families are also expected to use the Saint Charles Parish gift card program on a regular basis. Gift cards can be purchased in the parish office which is open 8 AM – 8 PM, Mon. – Fri. and 8 AM – 6 PM, Sat. and Sun.)

DAYS CLASSES MEET:

Tuesday and Thursday

TIME:

Morning Session: 8:15AM– 10:45AM (2 ½ hrs.)

Morning and Afternoon sessions will be determined by number of students enrolled in each session. A minimum number of students is needed for proper social development of students.

FACILITY:

Preschool classroom: Room 103 and the East door on Wilber Ave.

STAFF:

One certified teacher and one preschool aide as required by Ohio Department of Education (with a maximum of twenty (20) students.)

TUITION:

\$ 1075.00 per year plus a \$25.00 registration fee. (Nine monthly installments of \$ 119.45/ month.)

All children entering the preschool program must be toilet-trained

THREE DAY PER WEEK PROGRAM

STUDENTS:

Young five (5) year olds and four (4) year olds (before September 1st)

FAMILY REQUIREMENTS:

The families should be registered members of a Catholic Parish (preferred), attend Mass weekly and contribute regularly to the support of the Parish as evidenced in a history of weekly use of Church envelopes with a minimum contribution of ten (\$10) dollars. Preschool families are also expected to use the Saint Charles Parish gift card program on a regular basis. Gift cards can be purchased in the parish office which is open 8 AM – 8 PM, Mon. – Fri. and 8 AM – 6 PM, Sat. and Sun.)

DAYS CLASSES MEET:

Monday, Wednesday and Friday

TIME:

Morning Session: 8:15AM – 10:45AM (2 ½ hrs.)

Afternoon session: 11:30AM – 2:00PM (2 ½ hrs.)

FACILITY:

Preschool classroom: Room 103 and the East door on Wilber Ave.

STAFF:

One certified teacher and one preschool aide as required by Ohio Department of Education (with a maximum of twenty (20) students.)

TUITION:

\$ 1300.00 per year plus a \$25.00 registration fee. (Nine monthly installments of \$ 144.45/month.)

All children entering the preschool program must be toilet-trained

HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES

Please follow these health guidelines to determine if your preschool child should be kept home from school:

1. If a child has more than a runny or stuffy nose, he/she should not come to school.
2. Keep your child home 24 hours after the break of a fever.
3. If your child is sick during the night or before school, keep him/her home.
4. If you suspect strep throat and have a culture taken, DO NOT send your child to school until you receive the result of the culture. (See note #5 on page 8)
5. Children having two or more diarrhea-like-stools should be kept home.

If your child becomes ill while in school, the child's parents will be notified and the child will wait in the school office until he/she is picked up by an authorized adult. Please inform the school if your child becomes ill with a contagious illness. A note will be sent home with the other children to warn parents of contact and incubation of the communicable disease.

If a child requires medication of any kind during class time, parents and doctor must complete and sign a form giving health personnel permission to administer the medication. No child may carry medication of any kind on their person.

A child with any of the following signs or symptoms of illness listed below shall be immediately isolated from other children in the school clinic. Decisions regarding whether the child should be discharged (sent home) immediately or at some other time during the day shall be determined by the director (the teacher and/or principal) with the school health aide and the parent or guardian. The child, while isolated, shall be carefully watched for symptoms listed below as well as the following:

1. unusual spots or rashes
2. sore throat or difficulty swallowing
3. elevated temperature
4. vomiting

A child with any of the following signs or symptoms shall be immediately isolated and discharged (sent home) to his/her parent or guardian:

1. diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. difficult or rapid breathing
4. yellowish skin or eyes
5. conjunctivitis
6. temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. untreated infected skin patches
8. unusually dark urine and/or grey or white stool
9. stiff neck
10. evidence of lice, scabies, or other parasitic infestation

There is information available about Early and Periodic Screening, Diagnostic and Treatment and can be found at <https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek>

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

The following is a list of the most common communicable diseases and their symptoms:

1. Chicken Pox: Feverishness rash appears in the form of small pimples, which in a day fill up with a clear fluid. Incubation period between 14-21 days. Isolation period at least 7 days.
2. Measles (Rubeola): Head cold, feverish, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. Incubation period between 7-14 days. Isolation period of at least 5 days from the time rash appears.
3. German Measles (Rubella or 3 day measles): Mild measles -- blotchy, fine, red rash on face and abdomen. Swollen glands particularly in the back of neck. Incubation period 14-21 days. Communicable for 48 hours after rash appears.
4. Mumps: Fever, swelling on side of face and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared.
5. Scarlet Fever and Streptococcal sore throat: Fever headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2-5 days. Isolation for 48 hours after start of antibiotic treatment. May be re-admitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.
6. Impetigo: Blister-like lesions that later develop into crusted pus-like sores which are irregular in outline. Incubation period 2-5 days, occasionally longer. Communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.

7. Conjunctivitis (Pink eye): Redness and swelling of the membranes of one or both eyes with burning and itching, sensitivity to light, and a discharge. Immediate medical treatment needed. Exclusion from school until fully recovered. Communicable during the course of the infection and until discharges ceases.

HEALTHY SNACKS

Parents are encouraged to select nutritious snacks for their preschool child. It is best to keep those snacks high in calories, fat, and added sugar to a minimum. Crackers, fruits, and vegetables are recommended. Candy and sugary cookies are discouraged. There are many websites with healthy suggestions. One such site is <http://www.choosemyplate.gov/preschoolers.html>.

PRESCHOOL PARENT PARTICIPATION/COMMUNICATION

Parents are the first educators of their children. Their participation in the preschool program is needed and welcomed. Preschool families receive all of the communications prepared for the families with children in Grades K-8 of St. Charles School. The Family/School handbook is available on the school website: www.saintcharlesschool.org. In addition, they receive the handbook for the preschool program and a weekly preschool newsletter prepared by the preschool teacher.

The school year will begin with a parent meeting at which time the parents will receive a full orientation to the preschool program and have the opportunity to assist the teacher in orienting their child to the preschool classroom and school building. Throughout the year when dropping them off and picking them up, parents have an opportunity for daily communication with their child's preschool teacher.

All preschool inspection reports/files are kept in the school office. Any parent wishing to read these reports/files may do so by making an appointment with the school principal.

TRANSPORTATION

There is no bus transportation for preschool children. Parents and/or another designated adult are responsible for dropping off and picking-up their preschool child at the East school door on Wilber Ave. Adults dropping off children in the morning must wait until the 8:00 AM bell has rung for the school children in grades K-8 to enter the parking lot. This is for the safety of all children – a priority at Saint Charles School. At the opening of school parents will receive a specially prepared nametag that must be displayed on the front window of their car when picking the child up. If someone other than the parent is picking-up the child, the person's name must appear on the "Pick-up Authorization Form"; he/she must present the appropriate identification and display the official name tag in the front of their car. No child will be released to anyone other than the custodial parent/guardian unless all of the above procedures have been followed.

PARENTS IN THE CLASSROOM

Parents are welcome to visit the preschool program at all times. Parents should sign in at the school office and wear a visitor tag at all times in the building. It is encouraged that such visits be pre-arranged so as not to disrupt the learning process, however pre-arrangement is not required. Additionally, the VIRTUS requirements for all adults must be in compliance for all adults meeting the criteria for the protection of all children.

VIRTUS AND FINGERPRINTING

As part of the Cleveland Catholic Diocesan response to child sexual abuse, a program has been established for all adults who work with children "...more than (4) hours a month or...more frequently than once a month." The program is entitled VIRTUS and is designed to assist adults in recognizing the signs of sexual abuse in children.

There are four components to this training:

1. Participation in an initial three-hour live training session: "Protecting All God's Children" Awareness Program.
2. Signing of two acknowledgment forms, "*Policy for the Safety of Children in Matters of Sexual Abuse*" and the "*Standards of Conduct for Ministry*" – (revised 2016) that these documents have been received and read by the participant.
3. Completion of an on-going on-line VIRTUS training program consisting of reading one online article per month for a period of 24 months. Participants may volunteer during these 24 months. For those without Internet access, arrangements can be made for this portion of the training.
4. BCI & I electronic fingerprinting.

The faculty will check with the parish VIRTUS coordinator prior to selecting chaperones for field trips or having volunteers in the classroom. As most field trips are four hours, those who wish to chaperone must be VIRTUS trained (including fingerprints). These policies are in effect for the safety of all children. Please contact the parish VIRTUS coordinator, Debbie Kozub (dkozub@saintcharlesschool.org) or the school principal, Eileen Updegrave, (eupdegrave@saintcharlesschool.org) with any questions.

PARENT CONFERENCES

Parent conferences are held twice a year. The first conference in January is formally set and used to evaluate adjustment, learning strengths, and areas of concern. Plans for the next school year are also discussed. The second conference is in April, is parent initiated, and is used to discuss kindergarten readiness results.

SAFETY PROCEDURES

Simple preschool routines are established for walking through the halls, going to the lavatory, and entering/leaving the building. Fire and tornado drills are discussed and practiced. Fire drills are held once a month. All drills are given with advance notice so the teacher can properly prepare preschoolers.

MATERIALS SELECTION POLICY

All preschool materials are carefully selected by the Principal and Preschool Teachers and staff to enhance a creative learning environment in which the preschooler can experience age-appropriate developmental experiences and play activities. Materials reflect the philosophy, goals and curriculum of Saint Charles Preschool Program. Child safety is always a factor in material selection. Play materials are arranged so that children may select, remove and replace them with a minimum of assistance.

PRESCHOOL CURRICULUM

Saint Charles Preschool promotes the spiritual, emotional, intellectual, physical and social growth of the young child. The curriculum is not centered on specific subject areas, but rather is developed in a more holistic manner using a "hands-on" approach to learning in general. The curriculum is developed by the Diocese of Cleveland and is based on the Ohio Early Learning Content Standards.

The various curricular components addressed in activities in Saint Charles Preschool are as follows:

RELIGION READINESS:

Religion readiness is 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 or she learns about God's wonderful world. Classroom prayer and para-liturgies prepare the young child to participate in the celebrations of the Church.

EARLY LANGUAGE AND LITERACY:

Language is the development of communication skills that enable a child to share his world with others. Language skills at the preschool level include listening, speaking and thinking. The preschooler learns to transfer thoughts into words and to express a sense of self-awareness through the appropriate expression of his/her thoughts and feelings. An awareness of the five senses helps the young child understand how his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that are taught through play activities. Listening to stories, poetry and finger plays enhance 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, classifying, forming sets and recognizing numerals. These concepts are taught through manipulatives and play experience.

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 him relate to his/her world.

For the preschooler, areas of personal development include knowing name and age, eventually learning address, phone number and birthday; care for toileting needs and washing hands; 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.

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 yet.

ART:

Preschool art activities are joyful, creative experiences full of self-expression. Creative art activities center around the use of manipulatives that develop fine motor skills: clay, paint, paste, crayons, etc.

MUSIC:

The young child develops a love and appreciation of music through singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities.

There is information available regarding the Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings at

<https://dodd.ohio.gov/wps/portal/gov/dodd/your-family/>

PRESCHOOL OMBUDSMAN

PRESCHOOL PARENTS MAY DIRECT CONCERNS REGARDING THE PRESCHOOL PROGRAM TO:

EARLY CHILDHOOD OFFICE
OHIO DEPARTMENT OF EDUCATION
614-466-0224

Saint Charles Borromeo School

7107 Wilber Ave.
Parma, Ohio 44129

www.saintcharlesschool.org

(440) 886-5546 – phone
(440) 886-1163 – fax

Teachers: Monday/Wednesday/ Friday – Jamie Merold

jmerold@saintcharlesschool.org

Tuesday/Thursday – Emily Oswald

eoswald@saintcharlesschool.org

Principal: Eileen Updegrave

eupdegrave@saintcharlesschool.org