



IMMACULATE CONCEPTION SCHOOL

PRESCHOOL HANDBOOK

2021-2022

304 East Main Street
Bellevue, Ohio 44811

419-483-6066

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www.icssaints.org

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Philosophy and Goals of the Preschool Program

As a Catholic school, very basic religious concepts such as loving our families, our friends, all living things, and ourselves will be incorporated into the curriculum. Taking care of God's earth and gifts He has given us will be an integral part of the child's learning environment. A Catholic preschool program that operates within a parish school provides continuity for the child, fosters a smooth transition to kindergarten, and enhances parish family life.

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept himself, to relate to others, and to respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Parental involvement is strongly encouraged in our program. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him.

Participation in a Catholic Preschool Program helps the child:

- develop a positive self-image and acknowledge his self-worth.
- develop basic social skills.
- increase independence.
- develop a trust in adults other than his parents.
- enjoy being part of a group and begin to accept the need to share and cooperate.
- respect the rights of others and defend their rights.
- develop the desire to learn.
- become aware of the fact that he is a child of God and will grow in His love.
- develop good listening skills.
- encourage creative development.
- develop problem solving.
- enhance physical growth and development.

Admission and Placement Procedures and Requirements

In accordance with Christian principles, Immaculate Conception School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, or extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation.

Immaculate Conception will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified and/or non-certified personnel.

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- Permission of parent for emergency transportation.
- Permission Request forms for pictures, field trips, newspaper articles, website, etc.
- A list of people permitted to pick up child.
- Birth Certificate.

Birth Certificate Requirements: State law requires that a certified copy of a student's birth certificate or official verification of age be presented when enrolling a new student in our school. If you do not have a certified birth certificate, you may obtain one from the Bureau of Vital Statistics in the state in which your child was born.

If a birth certificate is unavailable, other official proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit signed by the parent and a Notary Public documenting the inability to produce a copy of the birth certificate.

Immunization Requirements

Immunization records are required by section 3313.67 of the Ohio Revised Code. The Code states that "no child shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized or is in the process of being immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code" against:

Mumps	Pertussis
Poliomyelitis	Tetanus
Diphtheria	Measles
Chicken pox	Rubella
Hepatitis B	

Medical Examination

According to the Ohio Department of Education (telephone number 614-446-2650) rules for Preschool Programs, the parent shall provide prior to the date of admission or not later than 30 days after the date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:

- For children younger than 3 years old at the time of admission, the examination shall occur within six months prior to the date of admission.
- For children 3 years old or older at the time of admission, the examination shall occur within 12 months prior to the date of admission.

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known for being forward-thinking, comprehensive, and rigorously researched, *The Creative Curriculum* helps teachers plan and implement content-rich, developmentally appropriate programs that support active learning and promote children's progress in all developmental areas.

The curriculum for religion uses the Loyola Press Series that is used throughout our entire school. This curriculum seeks to give children the guidance and vocabulary to enable them to become aware of their relationship with God and give expression to it. We help each child to continue to fall in love with God while building community among peers.

Children explore the fundamental theme of covenant, God's call and our response, as reflected in the Bible and as lived in liturgy. 3-6 year-olds have the capacity to receive and enjoy the most essential elements of our faith: the mysteries of the Kingdom of God, the announcement of God's love given for us in the person of Jesus, the Good Shepherd.

Arrival, Dismissal and Absentee Policy

Arrival: It is important for all children to arrive by 8 am to ensure that each child will receive the benefits of the entire class time.

Dismissal: Parent or authorized adult should park in the lot across from the school on Broad Street. Students will be brought to the door and the parent or adult will cross the street to pick up the preschool student. If any person other than the parent is to pick up a student, his name must be on file with the teacher or the student will not be released to that person.

Absence: The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by hand-written note or phone call to the school (419-483-6066) before 8 am.

Parent Notification Procedure

- **Illness/injury:** A parent will be notified immediately of any illness or injury requiring professional medical attention. If a parent cannot be reached, the emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.
- **Crying:** We know how difficult it is to leave a crying child. Please know that we will notify you if your child continues crying for a prolonged period of time. We want your child's experience at Immaculate Conception Preschool to be a happy one, and we will work together with you to make that happen.

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- No child will be released to a person not authorized by a custodial parent or guardian. We must have a written authorization to allow an adult who is not the custodial parent or the legal guardian to pick up a child.
- Emergency numbers are posted by the telephone, along with the fire emergency and weather alert plans.
- Monthly fire drills are conducted and a record of these is kept at school. All exits are marked and a fire alarm system is in working order.
- Tornado drills are held in season.
- Crisis and Emergency Level Drills are held twice each year.
- Spray aerosols shall not be used when children are present.
- Electrical outlets are covered when not in use.
- All visitors are to report to the main office during regular school hours. Visitors in the school will be identified by wearing an ICS VISITOR tag.

In compliance with Ohio Code 3301-10 the actual method of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- 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.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation is used as a last step and 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.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Immaculate Conception School believes in a positive behavior support system. Children can be redirected, asked to sit in a quiet area, or "think spot". "Brain Breaks" are used when frustration appears evident in the classroom. Classroom rules and policy procedures are posted in the classroom.

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Procedure for Emergency Situations

Fire Drills are practiced at regular intervals as required by law and for the safety of all children and adults in the building. Preschool children will be escorted to the main parking lot by the preschool teacher. The preschool teacher will account for each student.

Lockdown Drills are required by law. The preschool teacher will follow the lockdown procedures when directed to do so. During Lockdown, students are directed to position themselves in an area in the classroom that is not visible from the windows. Preschool students will be engaged in quiet activities led by the teacher. The doors to the classroom will be locked from the outside. Students remain in Lockdown position until the signal is given from the main office.

Evacuation Drills are required by law. At the signal for all classrooms to evacuate, teachers will direct students to the prescribed area as quickly as possible. In the event that a real emergency occurs and evacuation to another location is necessary, parents/guardians will be notified as to when and where they may pick up their child. The preschool teacher will be responsible for each preschool student until the student is picked up.

Tornado drills are required by law and are held in the spring. The goal of a tornado drill is to move all students and staff to assigned safe areas. The preschool teacher will account for and be responsible for each preschool student during the drill.

If there are injuries during any of the above situations, students and staff will be triaged by the school nurse and given first responder care. If warranted, a parent will be notified.

If an early dismissal is required, the preschool teacher is responsible for recording student names as they leave with parent/guardian.

Illness, Communicable Diseases, and Emergencies

The Communicable Diseases Chart published by the Ohio Department of Health is posted in the classroom. Staff members have completed the Red Cross Courses on Communicable Disease, First Aid, CPR/AED, and Child Abuse Prevention.

A staff member who is ill or becoming ill will be sent home and a substitute teacher will be contacted to replace her. If a child has or develops any of the communicable disease symptoms during class, parents will be notified and the child will be isolated in the school nurse room until the parent arrives.

Please contact the school if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness. A child may

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by the medical personnel consulted within the school and/or the parent's medical professional. The nurse will also determine how and when to inform the other parents in the classroom regarding the potential transmission of these symptoms to other children in the classroom.

Management of Communicable Diseases

If a child has more than a runny or stuffy nose, he should not come to school. Please follow these guidelines when your child is ill:

- Please keep your child home 24 hours after the break of a fever without the use of medicine.
- If your child is sick during the night or before school, please keep him home.
- If you suspect strep throat and have a culture taken, please do not send your child to school until you have received the results of the culture.

If a child has an axillary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called to pick up the child. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the health care provider depending on the illness. Please inform us if your child becomes ill with a contagious illness. Families of the other children in the class and in the school will be warned of contact and incubation of communicable disease.

HEALTHCHEK- CHECK IT OUT!

Did you know Ohio's Medicaid program includes Healthchek services for children up to 21 years of age? (These services are also called EPSDT sometimes.) Healthchek services help children stay healthy and reduce the chances of sickness by treating health problems early. All Healthchek services are free. You can get help and information by contacting your county Healthchek Coordinator, or your managed care.

Forms for the Healthchek program are located in the Appendix of the handbook. Forms are also available in the school office.

Clothing

In order for your child to have freedom of movement and participate in (messy) activities, please dress your child in comfortable play clothes. Non-skid, rubber soled shoes that completely enclose the foot and protect from injury are preferred. *Smooth bottomed shoes are slippery.* No flip-flops or sandals. For safety and sanitary reasons socks must be worn with all shoes. Parents are asked to provide a change of clothing (pants, shirt, socks, and underwear) to keep at school.

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Fundraisers

Fundraisers help to defray expenses for the Immaculate Conception School. Fundraisers vary from year to year with the annual Reverse Raffle being the main source of fundraising for the school. We ask every family to volunteer to help with the implementation of fundraisers as well as participation monetarily.

The Director is Available

The preschool director is available and you are encouraged to contact her with questions or concerns. She is usually available Monday through Friday from 9:00 – 12:00. She can also be reached via email or phone.

Observation/Evaluations

Custodial parents or guardians of a child enrolled in the Immaculate Conception preschool program shall be permitted unlimited access to the school during hours of operation for the purpose of contacting their children or evaluation of the premises and/or care provided. Please notify the office upon entering the building for these purposes. A Custody Agreement must be on file for those children to which it applies.

Special Needs Policy

When the teacher, administration, or parent is concerned that a child is at risk for special needs, the appropriate referrals will be made to the child's home school district. We are open to dual programming arrangements and will make every effort to allow the child to continue the child in our program when appropriate.

Change of Address or Information

Please inform your child's teacher and the office of any change in address, phone numbers, email or emergency information.

IT'S CLASS TIME: What are we about?

At Immaculate Conception Preschool your child will:

- work alone and with others.
- follow directions.
- share and take turns.
- develop social and problem solving skills.
- widen and develop new abilities.
- express his/her own thoughts and ideas.
- listen to and develop an awareness of others.
- develop self-help skills.

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Should you have a problem or question about the school, a teacher, or school policy please follow these steps until you receive a fair resolution:

- First, ask the teacher for a private conference or phone call to discuss the issue.
- Next, if the problem is not resolved, discuss the problem privately with the principal.
- If the problem still is not satisfactorily resolved, discuss the problem privately with the Immaculate Conception Parish pastor.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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I have read and understand the information contained in the Immaculate Conception Preschool handbook.

Student name _____

Parent name _____

Parent signature _____

Date _____