

Parent Handbook

Piqua Catholic Preschool

“The Center For Early Learning”

Established in 2013

Piqua Catholic ODE License Number
1000020287

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MISSION STATEMENT

Piqua Catholic Preschool was founded in 2013 to offer an affordable, high-quality early learning education program to children ages 3 to 5 years. The school’s mission is to cultivate a love of learning within each child in a nurturing, joyful, and Christ-centered environment. The primary objectives are to help each child develop attitudes of self-motivation, self-confidence, inner-discipline, respect for others, and the building blocks for a lifetime of learning. Our core values of honesty, citizenship, responsibility, and caring will help develop these objectives. This is in addition to the Christian values that are woven throughout daily activities.

At Piqua Catholic we Aim To Be An Example of Jesus’ Love

Revised 11/13/2023.

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PHILOSOPHY

Piqua Catholic Preschool - The Center for Early Learning will **educate the whole child** through experiences that will help each child grow **spiritually, emotionally, intellectually, and physically**. Our program is focused on academics and learning through play. Our goal is to equip each child with everything he or she needs to successfully transition into kindergarten. Our Preschool is a safe and nurturing environment where **Godly character and Christian values** are promoted. We will instill a life-long love of learning and create a strong foundation in the heart and mind of each child.

In all things - We Aim To Be an Example Of Jesus' Love

Our educational program is implemented in accordance with the accepted policies and guidelines of The Archdiocese of Cincinnati and the Ohio Department of Education.

NON-DISCRIMINATION POLICY

Piqua Catholic Preschool recruits and admits students of any race, color, religion, national origin, or family structure to all rights, privileges, programs, and activities generally accorded and made available to students at school. It does not discriminate based on race, color, religion, national origin, or family structure in the administration of educational policies, admission policies, scholarships, loans, fee waivers, educational programs, or extracurricular activities. In addition, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation.

Piqua Catholic Preschool is an equal opportunity employer and hires and promotes without regard to gender, age, race, color, religion, national origin, family structure, or disability. It will not discriminate based on gender, age, race, color, religion, national origin, family structure, or disability in the hiring of its certified or non-certified personnel.

LICENSING AND REPORTS

Piqua Catholic Preschool is licensed through the Ohio Department of Education. To be licensed by the ODE, the program must meet specific guidelines and practices. A site visit is completed annually, and any provisions that are included must be satisfied within the time specified by the ODE site visit representative. The license is available in the main office. The phone number at the bottom of the license can be used to file a complaint, ask questions, or receive more information.

CURRICULUM

Piqua Catholic Preschool utilizes *The Creative Curriculum for Preschool* as our curriculum. This curriculum is aligned with the Ohio Early Learning and Development Standards in essential domains of school readiness. *Handwriting without Tears*, *Heggerty Curriculum* and *ABC Bootcamp* from TKS are other supplemented tools used.

ADMISSION POLICY & PROCEDURE

Children ages 3-5 years, who are toilet trained and complete the enrollment assessment are eligible for the program. Piqua Catholic Preschool is open to children of all religious backgrounds and accepts children from outside of the Piqua community.

Interested parents are requested to tour the school first to learn about the program and to see if it will meet the needs of their child. Applications are accepted on a first-come, first-served basis. When a class is full, applicants are placed on a waiting list in order of the date of their application. Returning and former students, their siblings, and those previously enrolled at Piqua Catholic Schools have priority over new admissions until registration is open to the public.

HEALTH AND ILLNESS POLICY

Piqua Catholic Preschool is required to have a MEDICAL STATEMENT signed by a licensed physician certifying the child is free from communicable diseases, including tuberculosis. Certification is also required showing the child is up to date on all required immunizations and is approved by the doctor to attend school. These statements must be on file in the office for the child to attend class. The school is required to provide statements to the Ohio Department of Education and the Ohio Department of Human Services during periodic inspections. A completed EMERGENCY TRANSPORTATION AUTHORIZATION FORM and EMERGENCY AUTHORIZATION FORM must also be provided prior to the child starting class. Forms will be provided for your convenience.

As indicated above, the following information must be on file before the child can attend class:

*** Medical Statement**

***Emergency Transportation Authorization**

***Emergency Medical Authorization**

***Immunization Record**

Parents are responsible for keeping the records current at all times during the school year.

Tuition is due on the first day of the month. Payments can be made with Cash, Direct Deposit, Checks made payable to Piqua Catholic School, or Credit Card on www.piquacatholic.org/tuition. There is a 2.2% convenience charge on all credit card transactions. In the event your child is absent from school, the monthly tuition rate still applies. There will be a \$30.00 charge for any returned checks.

EXTENDED CARE

Extended care is available for any child registered in the program. Children who attend Extended care are required to bring a well-balanced, nutritious lunch from home. Please mark your child's name clearly on his/her lunch container. Extended Care is an additional charge. You are responsible for the extended care time you identify on the enrollment form. Any extended care fees not paid for the previous month will roll over to the following month's tuition due. Failure to pay tuition or extended care fees by the due date could result in your child not being permitted into our program. It is the parent's responsibility to ensure their child is picked up by closing time.

Failure to pay tuition or extended care fees by the due date could result in your child not being permitted into our program.

SNACK and LUNCH

The school serves each child a snack during class time consisting of fresh fruit or vegetables and a whole grain. Aftercare children will also be served a snack in the afternoon consisting of a fresh fruit or vegetable and a whole grain. Food will not be used to calm, bribe, or reward the children. Please make sure any known allergies are reported to the school.

PHYSICAL ACTIVITY AND SCREEN TIME

Children will be provided with a minimum of 45 minutes of physical activity per day. This consists of Large Muscle, Small Muscle, Oral-Motor and Sensory-Motor development.

Screen time is limited to classroom use for educational purposes only.

SCHOOL CLOSINGS

For a list of scheduled days that the school is closed, please refer to the master calendar. In case of inclement weather, parents can check the Piqua Catholic School App for posted closings. Closings and delays will be announced on WHIO Channel 7, WDTN Channel 2, 1570 AM WPTW and through our OptionC Parent Alert message system. In the event of a 2-hour delay or school closing, Piqua Catholic Preschool will be closed for the day. Extended Care will not be offered.

TAX DEDUCTIONS

Piqua Catholic Preschool is a non-profit organization. It receives revenue from tuition fees, fundraisers, and donations. Fund-raising is an important part of the program. Contributions are tax-deductible. Gifts of cash, appreciated securities, real estate or non-cash gifts will be accepted and acknowledged with a tax receipt upon request.

Gifts can be made payable to Piqua Catholic School. Tuition is not tax-deductible but may qualify for the childcare tax credit. Please consult your accountant if you have questions concerning eligibility for a deduction and tax credits. See the title page for our license number.

PARENT INVOLVEMENT AND CONFERENCES

Parents are welcome to observe their children in school. We encourage parent involvement through conferences, observations, discussions, parent meetings, assisting in the classroom, making materials, etc. Parents who would like to volunteer with the class on a regular basis are required to complete the SafeParish Training for the Decree on Child Protection and a background check. Contact the school for more information.

During the year, there will be a minimum of two conferences to discuss the progress of the child. In addition, a conference may be requested at any time during the school year by the teacher, the director, or the parent.

ITEMS FROM HOME

Please be mindful of allowing your child to bring toys from home. There will be periodic *Show and Tell* days where children will be permitted to bring items from home to share with their friends. Unacceptable items include anything violent in nature, electronics, and potentially hazardous items. The teacher has the ultimate decision about whether the item can be allowed in the classroom.

We celebrate children's birthdays at school. If you would like to bring in a special treat for the day, we encourage that. Due to allergies, food restrictions, and food preferences - we only permit non-edible treats to be shared with the class. Consider items such as stickers, chalk, or bubbles ... think "Dollar Tree" items.

DRESS CODE

At Piqua Catholic Preschool children should wear clothing that is comfortable. Their clothing should allow for freedom of movement and should be able to get dirty. Please no clogs, thong style shoes, or slippery soled shoes. The children will need hats, mittens/gloves, and other appropriate cold-weather outerwear. Extreme taste and hair styles and hair colors are not permitted.

Each child needs a complete change of clothing on the first day of school. Please include underwear, socks, and clothing suitable for hot or cold weather. All items (bags, clothes, etc.) should have the child's name on it. If your child brings home wet clothes, please send a new set of clothes on the next school day.

BEDDING REQUIREMENTS

Every child who is in the program for more than 5 hours a day will have a rest time provided to them of at least 30 minutes and no more than 90 minutes. All bedding is to be provided by the parents and must include the child's name. Bedding will be sent home with each child weekly, to be laundered by the parents and returned back to school the next school day.

FIELD TRIPS

Whenever field trips are taken, the children will walk to their destination. Permission slips are obtained in advance from the parents of the children participating in the field trip. A first aid kit shall be available on all field trips along with all health records of each child listing allergies, handicapped conditions, or any health conditions which may require special procedures or precautions will also accompany the staff members.

SAFETY

The teachers and the director are responsible for the safety of the children while on the school premises during the hours the school is in operation. Care is taken in maintaining the materials and equipment the children use. The school participates in routine emergency drills and emergency exits are posted in the classrooms. The evacuation plan in case of fire and plan of action in a weather emergency is posted in the classroom.

Please inform the school of all emergency contacts and people able to pick up your child.

To ensure the safety of your child, Piqua Catholic Preschool has established the following policy:

1. No child is left alone or unsupervised.
2. A staff member is at the classroom door during the arrival and dismissal times. A staff member is aware of each child's presence.
3. Each staff member has immediate access to a telephone within the building.
4. Doors are always locked; to gain admittance, ring the doorbell at the front entrance on Downing Street.
5. Monthly fire and tornado drills are held.
6. A plan is posted explaining the action to be taken and the staff's responsibilities in case of a fire, emergency, and/or weather alerts.

METHOD OF DISCIPLINE

One of the goals of Piqua Catholic Preschool is to develop a self-disciplined individual. Every child has the right to appropriately express his/her feelings, anger, hurt, frustration, etc. When aggressive behavior occurs, the children involved are taken aside by the teacher. The teacher will try to help them express their feelings verbally. The teacher kneels to the child's level. The child is never punished for "accidents" or behaviors stemming from a good impulse. Any disruptive, non-productive behavior is inhibited. When disruptive or aggressive behavior is repeated, the child is told to take time alone in a safe, quiet place until he/she is able to work appropriately in the classroom. This sometimes requires the teacher's supervision. Children are free to walk, talk and move around as they engage in their daily work. However, all activities are guided by respect for others, the work of others, and the materials.

SCREENINGS

Easter Seals will provide screenings for socialization skills, self-help skills, thinking and problem-solving skills, small and large muscle coordination, and language development. The parents may decide if they would like their child to participate.

EARLY and PERIODIC SCREENING, DIAGNOSTIC and TREATMENT INFORMATION

As required by the Ohio Department of Education policy for ODE licensed preschools, the following is information regarding Early and Periodic Screening, Diagnostic and Treatment for Children Younger than Age 21 from the Healthchek. More information can be found on: www.medicaid.ohio.gov/FOROHIOANS/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." For more information, please refer to the Healthchek website (see above).

EMERGENCIES AND ACCIDENTS

When a child becomes seriously ill or injured at school, the parent or guardian is contacted immediately. If a parent or guardian is unable to be reached, the person or persons on emergency contact list will be called. In the event of an accident or sudden illness, the school will call EMS if needed. The child's individual emergency instructions, on file in the office, will be followed. The school will prepare a completed Incident Report and provide a copy to the parents. The original copy will be retained in the administrative office files.

MEDICATION ADMINISTRATION POLICY

The following information must accompany any medication/drug which is to be administered at school. A proper school form (can be obtained from the school office) must be completed by the parent and sent to the school requesting that the medication be administered. School staff members **MAY NOT** administer medication without a Physician Request Form. (This includes Tylenol, aspirin, antihistamines, first aid sprays, ointments, and vitamins). The following information must be completed on the form:

1. Name and address of the school
2. The class in which the student is enrolled
3. The name of the drug and the dosage to be administered
4. The time at which the drug is to be administered
5. The date of administration of the drug is to begin
6. The date of administration of the drug is to cease
7. Any severe adverse reactions that should be reported to the physician and at least one telephone number where the physician can be reached in case of emergency.
8. Any special instructions for administering the drug, including sterile conditions
9. Medication **MUST** come to school in the original bottle

ILLNESS

In the event an employee or student has contracted a communicable disease, they will be required to seek treatment and may not return to school until they produce a doctor's statement stating freedom from the disease. A child is considered by law to be ill if he/she has any of the following symptoms:

1. Fever (temperature of 100.0 degrees F or higher, taken auxiliary method)
2. Diarrhea (more than one loose stool within a 24-hour period)
3. Severe coughing; difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis

6. Untreated, infected skin patches or unusual spots or rashes
7. Unusually dark urine and/or gray or white stool
8. Stiff neck
9. Sore throat or difficulty in swallowing
10. Vomiting
11. Evidence of lice, scabies, or other parasitic infestations

If your child has had any of the above symptoms, you must keep him/her home from school until the symptoms are gone, and until at least 24 hours after the symptoms return to normal. If any of the symptoms are discovered by the staff, the child will be sent home as promptly as possible. If your child has had a rash, please keep him/her home from school until the rash is dry, or bring a signed, dated note from a licensed physician stating that the rash is not contagious.

If your child is sick, please call the school office by 8:45 am so the teacher can be notified. A mildly ill child is a child who has minor cold symptoms, but none of the symptoms listed above. This child will be allowed to remain with the group unless any of the above symptoms begin. If the condition worsens, parents will be notified, and the child will be discharged to his/her parents.

VOLUNTEERS

All regular volunteers are required to attend Safe Parish Training for the Decree on Child Protection program; please visit www.AoCSafeEnvironment.org to register and initiate training. Use passcode protectcincy.

