

## **IMPORTANT TELEPHONE NUMBERS**

Parish Administration .....	233-1503
Early Childhood Center, Mrs. Penny Stratton.....	237-3526
Tuition Office, Mrs. Donna Fiori .....	233-1503
School of Religion Office (CCD)/Youth Ministry, Joy Blaul .....	237-3516
Elementary School, Mrs. Feliza Poling, Principal .....	233-8710
Latchkey, Mrs. Denise Durick.....	233-5527

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## PARENT(S) SIGNED AGREEMENT

We have read and agree to be governed by the rules and guidelines of the Early Childhood Center.

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**Child's Name**

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**Parents' Signature and Date**

I agree to have my name and telephone number included on my child's class roster which will be made available upon request to any parent whose child is enrolled in my child's class.

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**Child's Name**

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**Parents' Signature and Date**

### Permission for use of Photos

I give St. Peter permission to take my child's picture/video. I understand that it may appear in The Connection, The Early Connection or the local paper.

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**Child's Name**

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**Parents' Signature and Date**

### Permission for use of Photos

I give St. Peter Early Childhood Center OFFICE permission to send ONLY school information to the address below:

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**E-mail Address**

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**Parents' Signature and Date**

## **PHILOSOPHY OF ST. PETER EARLY CHILDHOOD CENTER**

St. Peter ECC's philosophy is to establish a learning experience in a Catholic environment. Each child will maximize his/her physical, social, emotional and intellectual potential. Students will be instilled with the values of respect and responsibility.

The curriculum, in conjunction with an experienced and dedicated staff, will insure the successful implementation of our philosophy.

Parents have both the right and responsibility to share in all decisions affecting the care and education of their children. Parent(s) are encouraged to visit and participate in activities.

## **GOALS OF ST. PETER EARLY CHILDHOOD CENTER**

The goals of St. Peter Early Childhood Center is to encourage each child to:

- develop Christian attitudes in sharing, taking turns, listening, helping, loving, thanking and celebrating.
- enjoy and interact with other children.
- grow in language development.
- develop positive concepts about family, friends, church and school.
- develop positive self image.
- develop initiative and creativity through play.
- develop awareness of choices and confidence to make those choices.
- introduce and explore colors, shapes, letters and numbers when appropriate.
- explore the environment using the five senses with many "hands on" experiences.
- develop fine and gross motor skills.
- develop thinking and problem-solving abilities.
- develop respect for other children and adults.
- develop self help skills (toileting, snapping, zipping, etc.).

## PROGRAM OPTIONS

St. Peter ECC offers the following options to 3, 4, and 5 year old children. The Preschool Program will follow the St. Peter School calendar.

### Traditional Preschool

<u>Age</u>	<u>Days of the Week</u>	<u>Time</u>
3 year olds	Tuesday/Thursday A.M. <b>or</b> P.M.	8:45 a.m.-11:15 a.m. 1:00 p.m.- 3:30 p.m.
4 year olds	Monday/Wednesday/Friday A.M. <b>or</b> P.M.	8:45 a.m.-11:15 a.m. 1:00 p.m.- 3:30 p.m.
K-Readiness	Monday thru Friday	8:30 a.m.-11:00 a.m. 12:30 p.m.- 3:00 p.m.

A.M. Doors open at 8:35 / P.M. Doors open at 12:50

#### Extended Day options for Traditional Preschoolers

(These options are available for a.m. classes)

<u>Age</u>	<u>Days of the Week</u>	<u>Time</u>
3 year olds	Tuesday/Thursday	6:30 a.m.-8:45 a.m.    11:15 a.m.-6:00 p.m.
4 year olds	Monday/Wednesday/Friday	6:30 a.m.-8:45 a.m.    11:15 a.m.-6:00 p.m.
K-Readiness	Monday through Friday	6:30 a.m.-8:45 a.m.    11:00 a.m.-6:00 p.m.

### Full Time Preschool

<u>Age</u>	<u>Days of the Week and Time</u>
3 year olds	The Center is open from 6:30 a.m. to 6:00 p.m. daily. Preschool class begins at 8:45 a.m. till 11:15 a.m. Additional structured learning time is 3:00 p.m. till 4:00 p.m.
4 year olds	The Center is open from 6:30 a.m. to 6:00 p.m. daily. Preschool class begins at 8:45 a.m. till 11:15 a.m. Additional structured learning time is 3:00 p.m. till 4:00 p.m.
K-Readiness	The Center is open from 6:30 a.m. to 6:00 p.m. daily. A.M. Preschool class begins at 8:30. P.M. preschool class begins at 12:30.

**The Full Time Program will operate year round including snow days and vacation breaks. A Summer Program is also available.**

## KINDERGARTEN READINESS

The Kindergarten READINESS Program is designed for Kindergarten age children who **may not** be ready for a traditional Kindergarten. The program will give the children an extra year to grow and prepare. The child may need the additional year because of various developmental reasons: social/emotional, maturity, short attention span, fine/gross motor difficulty, language delays, etc.

The Kindergarten Readiness Program will do everything possible to make it a successful year for your child. **It should be noted: completion of the Kindergarten Readiness Program does not guarantee automatic success in regular Kindergarten.**

## ADMISSION POLICY

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**SCHOOLS OF THE ARCHDIOCESE OF CINCINNATI ADMIT STUDENTS OF ANY FAITH, RACE, COLOR AND NATIONAL OR ETHNIC ORIGIN.**

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Children age 3 through kindergarten age (must be 3-4-5 by September 30<sup>th</sup>; all children must be toilet trained, excluding handicapped children) are eligible for admission. Preference in preschool admission is given first to parish members, then to Catholics from other parishes, and space permitting, to all others.

St. Peter Early Childhood Center values every learner regardless of ability. Therefore, we will provide an opportunity for every learner to reach his or her fullest potential and benefit from the values of our Catholic centered education using our fullest resources.

A thorough physical exam by a licensed physician and satisfactory immunizations are required. A physical exam is required for each preschool child within 30 days of admission. Lack of required physical may result in grounds for dismissal.

## FORMS

The State requires the following forms on file:

Authorized Pick-Up  
Emergency Transport  
Medical History  
Physical Form every 12 months  
Birth Certificate  
Baptismal Certificate

## CHANGE OF ADDRESS/PHONE NUMBER

It is very important for **emergency and administrative** reasons that all students maintain an **up to date address/telephone number** record with the school office. Notify the school **IMMEDIATELY** if you have a change during the school year.

## WITHDRAWAL POLICY

If the parent(s) **and** the Preschool Director determine that the child is not socially/emotionally ready for the program or is not completely toilet trained, the tuition fee shall be prorated (daily rate x number of days in the program). If after consulting with the Director and no agreement is reached, the parents have a right to appeal to the Pastor. If the child is withdrawn from the program for other reasons, the full monthly fee shall be charged. Parents are required to submit in **writing to the preschool office** a two week notice.

## PRESCHOOL HEALTH AND SAFETY

The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and annually from the date of examination thereafter, a report from a licensed physician stating that the child is in suitable condition for enrollment in the program.

Along with this information, proof shall be provided that the child has had all the required immunization for his/her age. Permission from parents or guardian will also be required as follows:

1. emergency medical and dental care,
2. emergency transportation,
3. names of persons to whom the child may be released.

As part of the registration process the following information will be ascertained: supplements, modified diets, or fluoride supplements currently being administered to the child; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.

Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands when dirty, after going to the restroom, and before lunch or any snacks.

Children shall be supervised at all times. Toys and equipment shall be clean and well maintained. Children shall be shown how to correctly and safely use equipment. Toys, materials and equipment shall be inspected periodically for safety. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Glass objects shall not be allowed in the room. Spray aerosols shall **not be used at any time when**

**the children are present.** Other health practices such as not putting objects in their mouth shall be emphasized. Sippy cups are not a part of our preschool experience.

There will be immediate access at all times to a working telephone in the Preschool. Procedures for fire and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year on a monthly basis and records of these drills shall be maintained at the school .

Children shall be allowed to leave the classroom only with parents and designated persons. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written or verbal permission from the parent.

The preschool teacher in each class shall be trained in first aid and communicable disease identification. Staff trained in recognizing symptoms of communicable disease and illness shall observe each child daily. If the child is suspected of having a communicable disease or illness, parent or designee shall be notified of suspected illness and shall be asked to come to the center and take the child home. If parent or designee cannot be reached, the child shall be kept in an isolated area until the parent can be reached. Parents shall be asked to keep the child home until symptoms disappear or medical treatment has been obtained. No prescription medicine, vitamin or special diet shall be administered unless instruction to administer such items are written, signed, and dated by a licensed physician and parent, and are prescribed for a specific child.

In case of accident, an adult shall remain with the child until parents or responsible individual arrives. If parents or responsible individual cannot be reached, emergency medical treatment shall be obtained if necessary, as designated on the emergency medical form. A first aid kit shall be present in the center at all times. An accident/incident report shall be completed when an accident or injury occurs. The parent will be asked to sign the report which will be kept in the student's file. A copy of the report will be provided to the parent.

### **OHIO LAW/LICENSING**

St. Peter Early Childhood Center is licensed by the Ohio Department of Education. The license is posted for review. The laws and guidelines governing Preschools are available for review at the Center upon request.

Any person who believes the laws and guidelines governing the operation of the Early Childhood Center are not being followed is urged to contact the Director for an explanation. If the question is not satisfactorily addressed, the person is urged to contact the Pastor who is ultimately responsible for the Center. Final recourse for unresolved questions or unresolved questions or concerns is the Ohio Department of Education.

The Director and each employee are required to report their suspicions of child abuse or neglect.

The Center's licensing record is available on request.

The Center does not discriminate in accepting of children upon the basis of race, color, religion, sex or national origin.

We reserve the right to dismiss a registered student or refuse admission to a **student whose needs we do not feel can be best served by our Program.**

The ratio of teachers to children is determined by the Ohio Department of Education:

	Ratio	Maximum Group
Three's	1:12	2:24
Four's/Five's	1:14	2:28

The St. Peter Early Childhood Center's license is posted on the Parent Bulletin Board with the number of children it can serve.

### TUITION RATES

A registration fee of \$50.00 per family is due at the time of registration. An annual **non-refundable** materials fee is due at the time of orientation for each Preschooler and Kindergarten Readiness student.

**PAYMENT OF FEES:** You will receive a bill prior to the beginning of the month. Tuition is due on the first of the month. A late fee will be assessed after the 10<sup>th</sup> of the month.

Traditional 3 year old AM or PM class	\$ 97.00 per month
Traditional 4 year old AM or PM class	\$ 112.00 per month
Traditional Kindergarten Readiness (5 days)	\$ 207.00 per month
Full Time 3 year old class	\$ 138.00 per week
Full Time 4 year old class	\$ 138.00 per week
Full Time Kindergarten Readiness class	\$ 138.00 per week

Siblings enrolled in the Full Time Program will be given a discount in the monthly tuition. **There will be no prorating of fees if your regular scheduled day falls on a non school day. You must pay for all scheduled days regardless of catastrophic, calamity, weather related days or attendance.**

The Early Childhoods Center are participants with Jobs & Family Services for those families needing financial assistance (excluding Kindergarten Readiness).

Occasional Extended Day Users: Children in the **Three Year Old A.M.** classes who are scheduled for additional care on either Tuesday and or Thursday, the fees are as follows:

	<u>One Day</u>	<u>Two Days</u>
Early A.M.	\$10.00	\$20.00
P.M.	\$15.00	\$30.00
Both (Early AM. & P.M.)	\$20.00	\$40.00

Occasional Extended Day Users: Children in the **Four Year Old A.M.** classes who are scheduled for additional care on either Monday, Wednesday, Friday or all three days the fees are as follows:

	<u>One Day</u>	<u>Two Days</u>	<u>Three Days</u>
Early A.M.	\$10.00	\$20.00	\$30.00
P.M.	\$15.00	\$30.00	\$45.00
Both (Early A.M. & P.M.)	\$20.00	\$40.00	\$60.00

Occasional extended care users will be required to give **notification of attendance at least 24 hours in advance**. Extended Day reservation forms are available in the Early Childhood Center office. **You must pay for all days scheduled regardless of attendance.** Parents must notify **in writing** of schedule changes.

Reservation forms will be sent home prior to days when Preschool is closed and the Center is open for Extended Day. These forms **must** be returned regardless of attendance. You will be required to pay \$27.00 a day for the days you've initialed whether your child is in attendance or not.

Accounts must be current for your child(ren) to participate in the 2010/2011 school year. Late payments may result in dismissal. Students with an extended illness will be handled on a case by case basis.

Fees may be paid at the Parish Administration Office or payments may be placed in the payment drop box located in the Early Childhood Center. Please include your child(ren)'s name(s) on the check to ensure proper credit.

**BREAKFAST AND LUNCH TICKETS:** Meal and milk tickets must be purchased in advance. **No individual meals or milks are sold.** Tickets are available from the Early Childhood Center Office. Please remember when a breakfast and/or lunch is provided by the parent(s) nutritional standards established by the Ohio Nutritional Services must be met. See page 30 for information in regard to the State of Ohio nutritional standards.

**The Traditional Preschool Program is CLOSED on the following days.**

Labor Day	September 5, 2011
Thanksgiving Holidays	November 23, 24 and 25, 2011
Christmas Holidays	December 21, 2011 through January 2, 2012
Martin Luther King, Jr. Day	January 16, 2012
President's Day	February 20, 2012
Spring Break	April 9 through 13, 2012

**The Center is CLOSED for all students the following days.**

Labor Day	September 5, 2011
Thanksgiving Holidays	November 24 and 25, 2011
Christmas Holidays	December 26, 2011 and January 2, 2012
Good Friday	April 6, 2012

There will be **NO** pro-rating for holidays or days missed due to illness or other circumstances beyond the control of the Early Childhood Center.

**VACATION ALLOWANCE** Each child in the Full Time Program (\$130.00 category) will be allowed one free week for vacation. This may only be used after your child has been in the Center for six months. Credit for vacation time cannot be carried over to the following year. Children who enroll in September 2008 in the Early Childhood Center will be credited with one (1) vacation week which they may use after March 1, 2009. If a child enrolls midyear there is a six month waiting period before credit will be given for a one (1) week vacation allowance.

**We must receive a written statement two (2) weeks prior to vacation allowances being used** in order to allow time for billing adjustments. Once the vacation allowance is used for any given year no additional allowances can be given.

**LATE PICK-UP**

**Full Time Program:**

You will be charge \$1.00 for each additional minute after 6:00 p.m.

**Traditional Program:**

If a parent is more than 10 minutes late picking up their child from Preschool you will be charged the afternoon (p.m.) extended charge of \$15.00.

## **DISCIPLINE**

The purpose of discipline is to help a child retain control of her/his emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience and understanding.

The only worthwhile discipline is prompted by motives from within. We ask parents to assist the Center in guiding our children in the acceptance of responsibility and in teaching them early and consistently to accept the consequences of their actions.

Discipline will be handled by each child's teacher. In the event this is insufficient, the Director will assist the teacher. If there is any misunderstanding in a disciplinary problem, please confer with the Director. The Director will be available to aid parent or teacher with any disciplinary problem.

Parents are urged to instill in the child an appreciation of the moral values which are nurtured in the Center's environment. Respect for self, others and surroundings will be stressed.

No child will be humiliated, shamed or frightened. There will be no cruel, harsh or unusual punishment including but not limited to spanking, pinching, shaking, biting or the use of physical restraints. No child will be placed in an enclosed area such as a closet, box or similar cubicle. No discipline will be delegated to another child.

Discipline will not be imposed on a child for failure to eat, sleep or for toilet accidents. Discipline will not include withholding food, rest or toilet use.

No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.

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 a well-ventilated space.

**The following methods of positive discipline will be used:**

- Individual discussion of behavior with the child, geared to that child's capacity to understand.
- Redirection to another area if appropriate.
- "Time Out" - Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of child from the room to be supervised in the office area by additional staff as **last resort**.
- Parent conference for repeated unacceptable behavior.

If parents feel they cannot support and accept responsibility for helping the Center enforce our rules and policies, the parents may be requested to remove their child from St. Peter Early Childhood Center.

**PARENT PARTICIPATION**

Any custodial parent/guardian is permitted access to their child during the hours their child is in attendance. Upon entering the building, the parent **must** check-in at the Preschool office.

A parent is encouraged to discuss with the teacher any question that may arise concerning his/her child at any time, which does not disrupt the class routine. Parent-Teacher Conferences are held in the fall & spring. Teachers are always available for scheduled conferences at the parent's request.

**St. Peter Early Childhood Center offers the following ways parents can volunteer or participate:**

1. Share special skills or interests with the children.
2. Assist on field trips/special activities.
3. Join us for assemblies which could include a speaker, songs or just time to be together.
4. Volunteer weekly or bi-weekly to work in a classroom (i.e., tutoring, reading to a child, etc.) with the teacher's approval.

Parents are an integral part of our Program. Parents who would like to participate in any interactive activity with our children must attend the Child Protection Class, have been fingerprinted, & the results of those fingerprints be on file with the Archdiocese of Cincinnati.

## MEDICAL AND DENTAL EMERGENCY PLAN

1. The first aid kit is located in the Preschool.
2. Emergency Phone Numbers:

Police/Fire Department	233-2080
Children's Medical Center	226-8300
Poison Control Center	222-2227
Montgomery Co. Health Department	225-4395
Hot Line For Missing Children	1-800-426-5678
3. Teachers are trained to administer first aid.
4. Children's records/medical information is located in the school's office.
5. In case of an emergency, teachers remain with their class of children. If there is a medical emergency it will be handled by the Director or staff person trained in first aid. Parents will be contacted immediately.
6. In case of illness in children, refer to the posted policy Communicable Disease Management in the Center. Make the ill child comfortable on a cot away from the other children in the Preschool office. Refer to emergency information in the child's records.
7. In case of a dental emergency, follow the instructions on the Ohio Department of Health Dental First Aid Chart located next to this plan.
8. Children will only be transported by the life squad.
9. Authorization of emergency transport forms and children's information sheet must be taken to the hospital.

### EXTRA CLOTHING

Please bring an extra set of clothes (underwear, socks, pants and shirt). The clothes will be kept at school in case of accidents. These clothes should be brought in a ziplock bag with your child's name and teacher's name clearly labeled. Please be sure the change of clothes is appropriate for the season!

### TOYS

**Please do not send toys from home.** They may be broken or lost. Children in the Full Time Program may bring **one** soft toy, blanket and/or pillow for naptime use, labeled with child's name.

## SCHOOL BAGS

Please have your child bring a school bag everyday. It is important that all papers go home. Please be sure the school bag is large enough to accommodate notes and projects. Be sure your child's name is written clearly on the outside of the school bag. **PLEASE CHECK THE BAG EACH DAY FOR NOTES AND ANNOUNCEMENTS SENT HOME WITH YOUR CHILD(REN).**

## CLOTHING

Children should wear sturdy, washable clothing to the Center. All clothing should be marked with the child's name. The Center is not responsible for unmarked items of clothing.

Each child has a place in the classroom to hang outside clothing and to store spare clothes. Parents are asked to help their child(ren) put away coats, etc., when arriving in the morning, and to encourage the child(ren) to keep track of their belongings during the day.

Children should come to the Center appropriately dressed for outdoor play as it is a regular part of the Center's Program. In cold weather, a child should have boots, snow pants, warm jacket, hat and mittens.

All clothing should be easy for the child to put on and take off; dressing with a minimum of adult help encourages independence.

No sandals are to be worn. **Absolutely NO pull-ups, diapers or plastic pants are to be worn.**

## FOOD SERVICE (BREAKFAST/LUNCH/SNACKS)

Saint Peter Food Service provides an optional breakfast. Lunch is also provided for the children in the Full Time and Extended Day Programs. Please note: **breakfast, lunch and milk are not sold individually. They are sold in blocks of five on a meal/milk ticket.** Meal tickets are available for purchase in the Early Childhood Center office. Prices are determined by the Food Services. A packed lunch can be brought from home. A description (per the Department of Ed.) of a proper nutritional lunch is explained on page 29. If continual unnutritional lunches are brought from home, the child's lunch will be supplemented and you will be billed for a Food Service lunch.

Snacks during preschool time will be provided by the Center. They will include nutritious items. Cooking projects will be done as part of snack periodically.

**FOOD SERVICE WILL NOT BE AVAILABLE ON SNOW DAYS AND NON SCHOOL DAYS. YOUR CHILD MUST BRING A PACKED LUNCH.**

## ARRIVAL/DEPARTURE

**Parents are responsible for escorting their child/ren into the Center each day.** Parents of students using the Full Time Program or Extended Day Program are required to sign their child/ren in each day. **Parents must accompany their child/ren into the Center.** The teacher or Director must be aware that your child is present. **Parents must come into the center to pick up their child/ren. Please park in authorized areas. Do not park along yellow curbs. Lanes must be kept open for emergency vehicles.**

Parents of students using the Extended Day Program are required to sign children out. If your child is going to be picked up by someone other than you, they must be on the Authorized Pick Up Form or send in a handwritten note prior to pickup. No one may have access to any child without permission by the custodial parent. Separated or divorced parents must provide child custody forms at the time of registration. Children are to be signed in and out of the facility on a daily basis. Never leave with your child without informing the adult in charge.

## REGULAR PRESCHOOL HOURS

During regular Preschool Program hours (both A.M. & P.M.), the parents are asked to escort their child to/from their classroom. Again, if your child is going to be picked up by someone other than you, they must be on the Authorized Pick Up Form or a handwritten note must be given to the school office prior to pickup. Attendance will be taken at the beginning of class.

## CAR POOLS

For energy conservation, we strongly encourage car pools. Car pools can also be a growth experience in fostering independence in your child. Please notify us if your child is in a car pool and the names of the other participants.

## ABSENCE

Please call the school before 9:00 a.m. when your child will be absent. Your cooperation is appreciated.

## BIRTHDAYS

Children enjoy sharing their birthdays with school friends. We welcome you to bring a snack to share on or near your child's birthday. Please limit the birthday celebration at school to snack only. Please give us advance notice. Parents are welcome to come in and share the special day with their child. If your child has a summer birthday, we encourage you to select a day during the school year. Invitations for parties at home or outside of school can not be passed out at school unless every child in the class receives one. A class roster may be obtained at the preschool office for invitations to be mailed.

## PARENT-CHILD ROSTER

Names and telephone numbers of families enrolled in your child's class will be available to the other families. The roster will not include any parent/guardian who requests in writing not to be included.

### POLICIES AND GUIDELINES FOR MANAGEMENT OF COMMUNICABLE DISEASE

It is the policy of St. Peter Early Childhood Center to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. The maintenance of sound habits in personal hygiene is each individuals and family's responsibility. Effective communicable disease control measures are dependent upon the co-operation of all involved.

#### I. Prevention

A. One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit a yearly statement from a physician stating they are free from apparent communicable disease and have had the required immunizations as determined by the Ohio Department of Health.

B. An immunization record is required by section 3313.67 of the Revised Code.

#### II. Control

A. Control measures stop the spread of disease by breaking the chain of infection. If a child has any of the following illnesses, he/she should be kept home from school:

- Temperature of 100 F°. taken by axillary method.
- Skin rash.
- Diarrhea and/or nausea.
- Evidence of lice infestation.
- Excessive coughing, sore throat, runny nose, red eyes.
- Difficult or rapid breathing.
- Yellow skin or eyes.
- Conjunctivitis.
- Unusually dark urine or gray/white stool.
- Stiff neck.
- Vomiting.

B. Hand washing shall remain our most important measure in preventing the spread of disease (refer to "Guidelines for Hand-washing"). All preschool staff shall be trained in appropriate hand washing procedures.

## **GUIDELINES FOR HAND WASHING**

### **WHEN STAFF WILL WASH THEIR HANDS:**

- upon entering the center in the morning
- after using the toilet or after assisting children with toileting
- after diapering
- after sneezing, coughing, or wiping a nose
- after handling soiled items, such as used tissues or dirty toys
- before preparing, serving or eating food
- before and after smoking

### **WHAT HAND WASHING DOES:**

Soap assists in loosening and removing germs from the skin. This process is most effective when hands are vigorously rubbed together to create friction. Running water flushes the germs away.

### **TYPES OF SOAP TO USE:**

Any type of soap can be used. The important thing is that soap plus vigorous rubbing are the keys to effective hand washing . A mild soap is recommended to reduce irritation to the skin. A disinfecting soap is recommended to reduce irritation to the skin. A disinfecting soap is not necessary if liquid soap is used. Be sure to empty and clean the dispenser at least once a month, since germs can grow on the outside surfaces. If bar soap is used, rinse the bar thoroughly after soaping your hands and keep the bar on a rack to allow drainage.

### **TIPS TO PREVENT CHAPPING:**

- Use a mild soap
- Use warm -not hot- water
- Pat hands dry – do not rub
- Apply lotion frequently

### **TIPS TO TEACH CHILDREN HOW TO WASH THEIR HANDS**

- Wash children's hands for them until they are old enough to begin washing their own hands
- Wash their hands before they eat and after they use the toilet
- Provide step stools in sink areas
- Make sure that soap and paper towels are within children's reach
- Let children observe YOUR good hand washing techniques.

## IMPORTANT DON'TS

- DON'T use a single, damp cloth to wash a group of children's hands
- DON'T use a standing basin of water to rinse hands
- The above practices promote –not prevent- disease spread

### C. Management of the Ill Child

- ❑ A person trained to recognize the common signs of communicable diseases or other illnesses shall be available at all times.
- ❑ At least one staff member shall be trained in the recognition of communicable disease or other illness.
- ❑ A person trained in first aid shall be available to the Preschool Program at all times.
- ❑ A communicable disease chart shall be posted in each preschool classroom.
- ❑ Emergency medical and dental procedures shall be posted in each preschool classroom.
- ❑ If communicable disease, illness or fever is suspected based on physical observation the child's temperature should be taken (axillary).

If the child displays any of the following symptoms, the child will be isolated and the parent or guardian will be called to come and remove the child from school. A child who is isolated is always accompanied by an adult who is within sight of the child.

- ❑ Diarrhea (more than one abnormally loose stool within a 24 hour period)
- ❑ Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
- ❑ Difficult or rapid breathing
- ❑ Yellowish skin or eyes
- ❑ Conjunctivitis
- ❑ Temperature of 100 F° (auxiliary when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting, etc.)
- ❑ Untreated, infected skin patch(es)
- ❑ Unusually dark urine and/or gray white stool
- ❑ Stiff neck
- ❑ Unusual spots or rashes
- ❑ Sore throat or difficulty in swallowing
- ❑ Elevated temperature (100 F)
- ❑ Vomiting
- ❑ Evidence of lice, scabies or other parasitic infestations

There may exist minor symptoms that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.

An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be sent home with the child. Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent if needed.

If the child is isolated for discharge and/or further observation, the following steps shall be observed:

- ❑ The child shall be placed in a room or a portion of a room not being used for other types of child care.
- ❑ The child shall never be left unsupervised.
- ❑ The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. Cots will be disinfected after use by the ill child.
- ❑ The child shall be observed for development of worsening condition or additional symptoms.

If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:

- ❑ The parent or responsible party (as stated in the Emergency Medical Authorization Form) shall be notified of suspected illness.
- ❑ If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers shall be readily accessible to all staff.
- ❑ Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behavior.
- ❑ Parents are asked to keep the child at home until symptoms disappear and medical treatment has been obtained.
- ❑ All parents shall be notified if their child has been exposed to a communicable disease.

**A child cannot be readmitted to school until they are fever/ vomit/ diarrhea free for 24 hours without the aid of medication.** After a child has a communicable disease, the parent should confer with the teacher or physician to determine when it would be advisable for the child to return to school.

A mildly ill child is defined as a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. **We do not however, care for any child who cannot participate in the daily activities of the center.**

The Preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.

Medication will be administered to children in accordance with school policy and requires completion of the designated form signed by a physician. Medicine must be prescribed by a physician and in the original bottle. **No** over the counter medications will be administered.

Special diets will be administered only when such items are written on a form, signed and dated by a licensed physician, and are prescribed for a specific child.

Any Preschool staff member exhibiting any of the symptoms of communicable diseases/illness listed above, will immediately be sent home.

A *Communicable Disease* chart issued from the Ohio Department of Health Department is posted on the Parent Bulletin board.

Those staff members who have completed the approved first aid course are posted by the emergency plans on the Parents' Bulletin Board.

A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated.

If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom.

#### D. Disinfection:

Appropriate disinfection of toys, equipment and materials will kill pathogens before they can enter another individual.

### **VISITORS**

Parents are always welcome to visit. Parents who want to observe are asked to call the office one day in advance, to make sure there aren't any other conflicts. All visitors including volunteers, are asked to check in at the office. Other visitors, (for example, college students), will be accompanied by a school official through the building to the spot of their observation.

## FIELD TRIPS

Fieldtrips are planned with great care. Walking fieldtrips include visits to the Huber Heights Shopping Center, to the public library or shops. **Field trips are not optional.** Field trips needing transportation will be provided by school buses or parents driving private automobiles. Parent volunteer drivers **must** furnish the Preschool Director proof of insurance and a valid driver's license. **For those parents who volunteer to help on a field trip, it is up to the discretion of the teacher on whether siblings may participate.**

For your child to participate on a field trip a permission slip must be filled out and on file.

A first aid kit will be taken on all field trips, along with emergency medical release forms.

## SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

In case of legal separation of parents, the school needs documentation of who has temporary custody. In case of divorce, the school needs a notarized copy of the custody section of the divorce decree. The school needs to be informed if the non-custodial parent has the right to pick up the child.

## PRIVACY POLICY

School officials will discuss the child's progress with parents or those they designate. Privacy Acts prevents discussing a child's progress with aunts, uncles, cousins, grandparents or other persons.

## NAP ROOM POLICY

All Full Time and Extended Day children are required to nap or rest on a cot during the nap period.

## IMMUNIZATION REQUIRED BY OHIO DEPARTMENT OF HEALTH

Records must be on file at each licensed preschool that show that each child has received immunizations required by statute for admission to school or has had immunizations required by the Department of Health for preschoolers. The required immunizations are listed below:

**Children age 20 months and over shall be immunized as follows:\*\***

- 4 Diphtheria Tetanus, Pertussis (DTP) injections
- 3 doses of Polio Vaccine
- 1 dose of Rubella Vaccine
- 1 dose of Measles Vaccine
- 1 dose of Mumps Vaccine

Children age 15 months through 4 years of age must have had at least one dose of HIB vaccine and one dose of HEP-B vaccine administered on or after 15 months of age.

**Note:** The above immunizations are minimum standards. They do not constitute the full complement of immunizations.

All children age 20 months and above *must* be vaccinated against Mumps, Measles and Rubella. These immunizations must have been administered on or after *the first birthday*, preferably at age 15 months.

\* Unless a written exemption is on file, all children age two months and above *must* have received at least one dose each of DTP, Polio and HIB Vaccine. They must continue to receive the balance of the required DTP, Polio and HIB immunizations *in a timely manner*: failure to do so removes a child from "in process" status.

**Prepared by the Ohio Department of Human Services in cooperation with the Ohio Department of Health**

Any child whose immunizations do not meet these requirements will not be admitted to Saint Peter Early Childhood Center.

**RE:5101:2-12-64**

**FOOD PROVIDED BY PARENTS**

The Ohio Department of Education **REQUIRES** that St. Peter Early Childhood Center provide all parents with written information concerning the quantities of food needed to be served to meet one third (1/3) of the child's recommended daily dietary allowance.

The Center encourages parents to use St. Peter School breakfast and lunch program. Parents do have the option of providing their child's breakfast and lunch. **Snacks will be provided** by the Preschool. The snacks will be nutritious, providing nutritional value in addition to calories and at least one from two of the four basic food groups.

The four basic food groups are:

1. meat/meat equivalent
2. bread/bread alternatives
3. milk
4. fruit/vegetables

Parents who pack a child's breakfast should include at a minimum, one food from the milk group, one food from the bread group, one from the fruit and vegetable group. A drink (milk) should be included. Parents who pack a child's lunch should include, at a minimum, one food from the meat group, one food from the bread group, one food from the milk group and two foods from the fruit/vegetable group. A drink (milk) should be included.

Most foods contain not one but several families of nutrients. Foods that are rich in many nutrients are sometimes called basic foods. They are grouped together in the four basic food groups mentioned above. If you chose a variety of foods from the **Basic Four Food Groups** your nutritional health will be good. Eating a

variety of food is important because each food differs a little in the nutrients it provides. It is also fun to try new foods! Eat healthy and enjoy.

The Department of Health mandates that sipper cups be labeled with the child's name. If these are needed with your child's breakfast or lunch, please label them and put them in a bag or box before bringing your child into school. To minimize the spread of germs we prefer juice boxes or milk cartons.

### **ST. PETER SCHOOL POLICY**

St. Peter Early Childhood Center is administered cooperatively from St. Peter School.

Enrollment in the Early Childhood Center allows parents to participate in the Elementary School in-house pre-enrollment process in the spring. However, participation in the Early Childhood Center does not guarantee automatic acceptance into the school.

### **SCHOOL'S RIGHT TO AMEND**

St. Peter Early Childhood Program retains the right to amend the handbook for just causes and that parents will be promptly notified in writing if changes are made.