



ST ELIZABETH ANN SETON

**Preschool**

**Preschool Parent Handbook**

**School Year 2022-2023**



inspiring the growth of young hearts, minds and spirits

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Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste.240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY)

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-07 of the Ohio Administrative Code.***



**5900 Buckwheat Rd. Milford, OH 45150**

**[www.setonpreschool.org](http://www.setonpreschool.org)**

**(513) 575-9900**

**Email: [limberga@saseas.org](mailto:limberga@saseas.org)**

**GENERAL INFORMATION**

St. Elizabeth Ann Seton Parish Preschool is licensed by the Ohio Department of Job and Family Services (ODJFS). Please refer to the license, which is posted in the Director's office for the number and ages of the children we are licensed to serve. A record of our license, including but not limited to, compliance report forms from the department and evaluation forms from the health, building and fire departments that inspected our preschool is available from the Preschool Director upon request. Copies of the laws and rules governing child day care shall also be made available to any parent upon request. Inspection reports and complaint investigation reports are posted on the bulletin board in the preschool office for parent review. A toll free number is posted on the Preschool License in the Director's office should any parent feel they need to report a suspected violation in the Center.

The Director and each employee at St. Elizabeth Ann Seton Preschool is required under Section 2151.421 of the Revised Code of the Ohio Department of Job and Family Services to report their suspicions of child abuse or child neglect to Children's Protective Services.

St. Elizabeth Ann Seton Parish Preschool does not discriminate from accepting children upon the basis of race, color, religion, sex, or national origin.

## **PROGRAM PHILOSOPHY**

The purpose of St. Elizabeth Ann Seton Preschool is to provide the parents and the children of our community with a preschool program that offers their child a loving, nurturing, and Christian environment where they can develop a positive self-image and grow in self-esteem.

Our curriculum is developed so that it encourages the child to grow cognitively, socially, physically, and spiritually and is designed to meet the needs of each individual child.

## **DAYS AND HOURS OF OPERATION**

St. Elizabeth Ann Seton Preschool is in session from late August through the end of May, operating Monday through Friday with office hours from 7:30 AM-4:00 PM. The morning sessions are from 8:30 AM to 11:30 AM. An optional Lunch Bunch is provided from 11:30 AM to 12:15 PM. The afternoon sessions are from 12:15 PM to 3:15 PM. An optional Extended Day Program, run by the elementary school, is available to parents who need earlier drop off from 6:45AM to 8:20AM, and a later pickup from 3:15PM to 6:00PM.

The Director's office is open Monday-Friday 7:30 AM – 4:00 PM. If the Director is not in the office, please leave a message on the voice mail. The preschool's telephone number is (513) 575-9900. For **extreme emergencies** please call the elementary school office at (513)575-0093.

## **SCHEDULED CLOSINGS**

St. Elizabeth Ann Seton Preschool follows the St. Andrew/St. Elizabeth Ann Seton School schedule. A calendar of school holidays and vacations will be provided to each family at the start of the school year. Some in-service days differ from that of St. Andrew/St. Elizabeth Ann Seton School, so please make sure to check your Preschool Calendar.

## BASIC DAILY SCHEDULES

A sample of our daily program is listed below. Each teacher plans their own schedule to include art, music, language experiences, reading and math skills, and large muscle activities.

*8:20-8:30 **12:15-12:25	Arrival
*8:30-9:00 **12:25-12:55	Opening Circle: Prayer/Pledge/Welcome/ Calendar/Weather/Review of Centers etc.
*9:00-10:00 **12:55-1:55	Learning Centers: Writing, Math, Art, Puzzles, Blocks, Dramatic Play, etc.
*10:00-10:30 **1:55-2:25	Recess/Restroom
*10:30-10:50 **2:25-2:45	Snack
*10:50-11:10 **2:45-3:00	Group Activity: Story, Science or Music Enrichment
*11:10-11:25 **3:00-3:10	Closing Circle
*11:25-11:30 **3:10-3:15	Dismissal

\*Denotes morning session time blocks

\*\*Denotes afternoon session time blocks

**Lunch Bunch:** Offered daily from 11:30-12:15

Children who stay all day have Lunch Bunch included in their schedule

**Extended Day Before School Care:** Children needing an earlier drop off time can enroll in before school care, offered from 6:45 AM -8:25 AM. Contact Lisa Warman: warmanl@saseas.org

**Extended Day After School Care:** Offered from 3:15 PM-6:00 PM, facilitates a later pick up time. Contact Lisa Warman: warmanl@saseas.org

## **PEDAL PROGRAM SCHEDULE**

PEDAL-Preschool Extended Day and Lunch is offered to families who wish to extend their school day into the afternoon. A sample schedule of the PEDAL program follows:

<b>TIME</b>	<b>ACTIVITY</b>
11:30-12:15	Lunch Bunch/Recess
12:15-12:45	Circle Activity, review of day, story
12:45-1:15	Supervised Play time
1:15-1:30	Restroom/prepare for rest time
1:30-2:30	Rest Time
2:30-2:50	Recess
2:50-3:10	Snack
3:10-3:15	Dismissal

## **STAFF/CHILD RATIOS AND GROUP SIZE**

In order to give your child the best quality care and education, we maintain high teacher to child ratios. We always have 2 teachers with each class group. When classes have mixed ages in them, we will follow the teacher/child ratio for the youngest child in the group. For example, in a group of four and five-year-old children we will keep our ratio at 1:14.

<b>Age Of Children</b>	<b>Teacher/Child Ratios</b>	<b>Max Group Size</b>
Young Preschoolers (At least 3 years, less than 4)	1:12	16
Older Preschoolers (At least 4 years, less than 5)	1:14	17
Young Schoolagers (At least 5 years)	1:18	18



## **MEALS AND SNACKS PROVIDED**

**School Snacks:** The school provides a snack for each child attending preschool. The labels on all snacks served are labeled peanut/tree nut free. Any special dietary considerations need to be discussed with the Director prior to the start of the school year in August. All children must be served food that is not a choking hazard and is an appropriate size for their age. Room parents MUST check with the classroom teacher and get clearance from them before any food can be served at a party.

**Lunch Bunch:** All lunch food is packed and sent to school by the child's parent. **TBD:** **Milford hot Lunch.** If a student is in the school for more than four hours and a lunch has not been provided by his or her parents, then the school will supplement to provide sufficient food for the day.

## **OUTDOOR PLAY**

All students and their teachers will have a designated time in their daily class schedule to have outside play. The children will go outside to play with their teachers unless the following conditions exist: It is below 32 degrees, raining, snowing heavily, playground conditions are not suitable for outside play, or per the discretion of the Director. If outside play is not possible, the teacher will substitute a large gross motor activity that can be done within the classroom. Please make sure that your child is dressed appropriately for outside play and existing weather conditions.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

St. Elizabeth Ann Seton School has the following policy on parent participation:

- We have an "Open Door Policy" whereby the parents or legal guardian may visit the school at any time after first checking in with the Director and receiving a "Visitor's Pass."

- We use parents as room parents, and for special events such as holiday parties, and parent volunteers in the classroom.
- A parent roster is available upon request. No name or phone number will be included in this roster without written permission.
- There are several “Special Days” and activities at the Preschool throughout the year during which the preschoolers’ extended family is encouraged to participate. The Halloween Trick-or-Treat and Thanksgiving food drive are just a couple of examples.

### **PARENT TEACHER CONFERENCES**

There are Parent/Teacher conferences at least two times a year. The first set of scheduled conferences will be offered in November with day time and evening conferences available. The second set will be in May, with teacher/parent requested conferences in February. A parent may request a conference with a teacher at any time during the school year. Simply email the teacher to set up a time.

### **TUITION, FEES, AND WITHDRAWALS**

**TUITION:** There is a non-refundable registration fee of \$85.00 due at the time of registration to hold a place for your child. At St. Elizabeth Ann Seton Preschool, we charge a monthly rate of \$177.50 per month for a 2-day session, \$200.00 per month for a 3-day session, and \$270.00 per month for a 5-day session. For our afternoon PEDAL (Preschool Extended Day And Lunch) Program we charge \$195.00 per month for two afternoons of extended care, \$210.00 per month for three afternoons of extended care, and \$270.00 per month for five afternoons of extended care. **No credit will be given for absences, vacations, or snow days.** The monthly tuition is based on a 9.5 month program. Tuition will be handled by the FACTS Tuition Management Company. Families will enroll with FACTS Management (there is a \$43.00 fee per family) the summer before the first day of preschool. If paying tuition in full, a 2% discount will be given. The Preschool’s Tax ID # is available upon request.

LATE TUITION: If your tuition account is 35 days past due and at least \$50.00 delinquent, there will be a \$30.00 late charge assessed. At that time, if the tuition is not paid, you will receive automated phone calls notifying you of the late tuition plus the addition of the late fee. If the tuition is not paid by the end of that month (60 days past due), your child will be withdrawn from the program until the late tuition is paid.

LATE PICK UP CHARGES: A fee of \$1.00 for every minute late will be charged when children are picked up after 11:30 a.m. (morning session-unless your child is enrolled in Lunch Bunch) or after 3:15 p.m. (afternoon session-unless your child is enrolled in Extended Day). You will be billed for the late fee the following month. This fee can be waived per the Preschool Director's discretion.

WITHDRAWALS: If a child withdraws from one of our classes, please give the teacher as much notice as possible so she can get things ready for the child. **If the child is to be withdrawn in the middle of the month, the full month's tuition still must be paid.**

**No parent will be able to register his or her child for the next school year until all tuition is up-to-date at the time of registration**

### **POLICY ON DISTRIBUTION OF INVITATIONS**

St. Elizabeth Ann Seton Preschool will not distribute any invitations for children's parties whatsoever due to licensing restrictions unless every child in the class receives an invitation.

## Section 2: School Policies and Procedures

### **ENROLLMENT/ENROLLMENT INFORMATION**

Registration for St. Elizabeth Ann Seton Preschool begins in January for the following school year for families already enrolled in the school. Siblings of current students may also be enrolled at this time. Open Enrollment will begin on and after the Catholic School's Week Open House, which is usually on the last Sunday in January. There is a non-refundable \$85.00 registration fee collected at the time of registration. Classes fill on a first come, first serve basis. Please indicate a second choice for a class session on your registration form. Our 3-day and 5-day AM classes usually have more children enrolled than there are openings. If this occurs, the director will hold a lottery and pick out students to fill the remaining spots. The families who do not get their first choice will automatically get their second choice and remain on a waiting list for their first choice. Please keep in mind that you are guaranteed a spot in our preschool program for next school year, but not necessarily guaranteed your first choice.

There shall be a completed Enrollment Form (JFS 01234) on file for each child attending the preschool by the first day of attendance. The JFS 01234 enrollment form shall be reviewed annually by the parent, updated as needed, initialed and dated. The JFS 01234 will be sent with any child transported for emergency assistance. The preschool will have on file each child's medical examination statement within 30 days of the child's first day of attendance. The medical statement will be updated every 13 months thereafter.

### **CARE OF CHILDREN WITHOUT IMMUNIZATIONS**

Amended Substitute House Bill 394 of the 130th General Assembly will be effective March 19, 2015. The bill does not change the requirement to have a medical statement with immunizations on file within thirty days of enrollment and updated every thirteen months.

**New Policy:** Effective March 19, 2015, division 5104.014 of the Ohio Revised Code (ORC) requires that all children enrolled in child care centers, type A home providers and type B home providers have on file a medical statement that contains all of the following:

1. The child's name and birth date.
2. The date of the medical examination.
3. A statement that the child has been examined and is in suitable condition for participation in group care.
4. The signature, business address and telephone number of the physician, physician's assistant (PA), advanced practice nurse (APN) or certified nurse practitioner (CNP) who examined the child.
5. A record of the immunizations that the child has had, specifying the month, day and year of each immunization, this record may be an attachment to the medical statement.
6. A statement from the physician, PA, APN, or CNP that the child has been immunized or is in the processes of being immunized against the diseases required by section 5104.014 ORC. **A child is not required to be immunized against a disease specified in 5104.014 ORC if the medical statement includes any of the following:**
  - a. A statement from a physician, PA, APN, or CNP that an immunization against the disease is medically contraindicated for the child.
  - b. A statement from a physician, PA, APN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
  - c. A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Specified diseases for immunization: Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza (not required if the seasonal vaccine is not available), Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella, Tetanus

### **ATTENDANCE**

Attendance will be taken by the Assistant teachers upon each child's arrival to the school. The time of arrival will be recorded in each class's log book. As each child is dismissed the time of dismissal will also be recorded in the log book by the Assistant Teachers. If a child leaves prior to dismissal, the time of their departure will be recorded in the log book. Absent children will be designated AB in the log book.

## **ARRIVAL/DEPARTURE AND ABSENT DAY POLICY**

ARRIVALS AND DEPARTURES: Doors will be unlocked 10 minutes prior to start of class time. During arrival parents will walk children into the building and proceed to the child's classroom where they will be greeted by their teacher and enter their classroom. All children will be supervised at all times. Departure will proceed with a car line. Parents will pull up to a designated door, and staff members will bring their child(ren) to their cars. The staff will be with the group until the last class has departed. No child will be released from the program to any person other than the custodial parent or guardian without the written consent of the said parent or guardian. If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or the restraining order prohibiting a parent from contact with the child, must be on file with the Director. If a child is coming from another program and is not in attendance, the Director will be notified and she will call the center to determine the reason for the child's absence. If a child is too ill to attend school, the parent will call the preschool office (513-575-9900) and leave a message stating the child's name and reason for absence.

CHILD CUSTODY: Parents need to notify the Director anytime the custody of a child in the program changes. A copy of the court order pertaining to the child's custody must be in the child's school file. Copies of restraining orders must also be placed in the child's file to activate the non-release of any child to a parent/guardian. If the restraining order expires, it is the responsibility of the parent to notify the Director of any change.

### **DROP-OFF AND PICK-UP PROCEDURE FOR SETON PRESCHOOL:**

Effective August 29, 2022 the following procedure for Picking up and Dropping off your preschooler will be enforced:

#### **DROP-OFF**

The preschool doors will open at 8:20 a.m. and 12:15 p.m. Before and during preschool hours the doors will remain locked for security reasons. Once parents and children enter the preschool hallway they should proceed to the door of the child's classroom where they will be

greeted by the child’s teacher and they will drop off their child. The parent should then exit the building.

PICK-UP

At pick up staff members will verify the child to be picked up, verify the person picking up has permission to do so, and call the children from the building to get into their cars.

	<b>Class/Teacher</b>	<b>Pick-Up Time</b>
<b>Morning session Pick-Up:</b> The following classes should enter the parking lot and come to the <b>FRONT doors of the preschool</b> , in the bus lane	Mrs. Wendy’s 5-day AM, 5-year-old class	11:20
<b>Morning session Pick-Up:</b> The following classes should enter the parking lot and come to the <b>FRONT doors of the preschool</b> , in the bus lane	Mrs. Kate’s 5-day AM, 4-year-old class	11:20
<b>Morning session Pick-Up:</b> The following classes should circle around the school building and come to the <b>BACK doors of the preschool</b>	Mrs. Erica’s 3-day AM, 4-year-old class	11:20
“	Mrs. Sheila’s 2-day AM, 4-year-old class	11:20
“	Mrs. Christina’s 3-day AM, 3-year-old class	11:20
“	Mrs. Maura’s 2-day AM, 3-year-old class	11:20

	<b>Class/Teacher</b>	<b>Pick-Up Time</b>
<b>Afternoon Session Pick-Up:</b> afternoon pick-up will take place with SASEAS school’s dismissal. Children will be called to exit out <b>cafeteria doors</b> , which are behind the school building, and walk to their parent’s/caregiver’s cars	PEDAL Program	3:15
“	Mrs. Erica’s 3-day PM, 4-year-old class	3:15
“	Mrs. Sheila’s 2-day PM, 4-year-old class	3:15
“	Mrs. Maura’s 2-day PM, 3-year-old class	3:15

### **Earlycare and Aftercare Drop-Off and Pick-Up:**

Families utilizing early drop-off (7:00 am-8:25 am) and the aftercare program (3:15 pm-6:00 pm) please refer to the Extended Day form included in this packet. **Fill out and return the form so the Extended Day program knows when to expect your child.**

## **SUPERVISION AND GUIDANCE**

Discipline at St. Elizabeth Ann Seton Preschool is thought of as implementing learning.

Therefore, the teacher deals with the child who has a problem as an individual, treating each situation separately, so that learning can take place. In every case the teacher is firm but calm and loving. The children in our program learn what is expected of them and they try very hard to measure up to the expectations of their teachers. At the beginning of the school year, the children and their teacher make-up and talk about a set of room rules. The teacher strives early in the school year to develop a friendship with each child and build confidence so that he/she has nothing to fear from the teachers. If a problem arises between or among the children, the teacher may stop the problem by using one of the following:

1. Redirecting the interests of the children.
2. Adjusting the learning environment.
3. Talking the problem through with the children involved, asking the question, "What seems to be the problem?"
4. Taking aside and discussing the problem with the child who seems to want his/her own way and interferes with the play of the other children.
5. Denying the child who ruins the playground or play area for others the privilege of using the area or piece of equipment,
6. Asking the disruptive child to leave the group, with the option of coming back to the group when he/she thinks they would like to.
7. Allowing the disruptive child or children in a group to remain behind and follow last when the class is dismissed for play or to go home.
8. Asking the child to sit in a "thinking chair" until he/she can think of another activity or thinks he/she can resume play with the other children.

We prefer to approach discipline in a positive way. However, we would like to make a statement concerning methods absolutely not used in our program:

- No cruel, harsh, or unusual punishments are administered.



- No discipline techniques shall be delegated to any other child.
- No physical restrains shall be used to confine the child.
- No child shall be placed in a locked room.
- No child shall be humiliated or subjected to profane language or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or sleep or for toileting accidents.
- Technique of discipline shall not unnecessarily humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.

### **PARENT PROVIDED FOOD AND DIETARY POLICY**

FOOD: The school provides a snack for each child attending preschool. Any special dietary considerations need to be discussed with the Director prior to the start of the school year in August. All children must be served food that is not a choking hazard and is appropriate size for their age. Room parents MUST check with the classroom teacher and get clearance from them before any food can be served at a party.

SNACKS/BIRTHDAYS/HOLIDAY SCHOOL PARTIES: No peanut products of any kind should be used in the classroom for any event. If your child wishes to celebrate his/her birthday at school, we ask that you check with your child's teacher first to inform her of your plans in case there are two birthdays that day or in case other things are scheduled that might interfere with your special treat. Cupcakes are not recommended for birthday treats due to the difficulty children have handling and eating them.

LUNCHES: Children participating in the PEDAL program and the Lunch Bunch program will **(either opt for the hot lunch provided by Milford Nutrition Services: This option TBD)** bring parent provided lunches to school. Water will be offered as a beverage. If a child doesn't have a lunch, and they are at the preschool more than four hours, the school will provide nonperishable/peanut/tree nut free food to the child. The preschool will provide safe storage of parent provided food. The preschool suggests the following dietary guidelines to parents when providing packed lunches for their children:

- Eat foods low in saturated fat, trans fat, cholesterol, salt (sodium), and added sugars.

- Keep total fat intake between 30 to 35 percent of calories for children 2 to 3 years of age and between 25 to 35 percent of calories for children and adolescents 4 to 18 years of age, with most fats coming from sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts and vegetable oils.
- Choose a variety of foods to get enough carbohydrates, protein and other nutrients.
- Eat only enough calories to maintain a healthy weight for your height and build. Kids should be physically active for at least 60 minutes a day.
- Serve whole-grain/high-fiber breads rather than refined grain products. Look for “whole grain” as the first ingredient on the food label and make at least half your grain servings whole grain.
- Serve a variety of fruits and vegetables daily, while limiting juice intake. Each meal should contain at least 1 fruit or vegetable.
- Introduce and regularly serve fish as an entrée. Avoid commercially fried fish.
- Serve fat-free and low-fat dairy foods. From ages 1–8, children need 2 cups of milk or its equivalent each day.
- Don’t overfeed. This eating pattern supports a child's normal growth and development. It provides enough total nutrients for children and adolescents, including iron and calcium.

### **MANAGEMENT OF ILLNESS**

1. All staff members have been trained by either the Red Cross or a registered nurse to recognize the symptoms of communicable disease. All staff are trained in the proper hand washing and disinfectant procedures. Students will be observed daily by a staff member trained in first aid for signs of communicable disease or illness prior to entering the classroom.
2. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.
  - Temperature of at least one hundred degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
  - Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a

twenty-four-hour period).

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

3. The student will be isolated on a cot in the Director's office where he/she can be observed until discharged to the parent/guardian. The child will be readmitted to the school after being symptom free for 24 hours. All linens and blankets used by the ill child will be laundered before use by another child. After use, the cot will be disinfected and/or cleaned appropriately with soap and water and then disinfected with an appropriate germicidal agent.

4. The communicable disease chart and dental chart are posted in the Director's office.

5. If a child is exhibiting symptoms of illness or has been exposed to a communicable disease, the parent will immediately be telephoned. If unable to be reached, a note will be sent home with the child.

6. The preschool does not administer any medication without the proper state forms filled out by the physician and the parent.

7. The mildly ill child will be treated as each teacher deems necessary. A mildly ill child is defined as:

- A child who is experiencing minor cold symptoms.
- A child who does not feel well enough to participate in classroom activities but who is not exhibiting any of the symptoms specified in #2 above. The child will be watched carefully for signs of worsening conditions.

8. If a staff member exhibits any of the symptoms stated in #2 of this policy, the staff member will notify the Director to provide a substitute.

9. The Director will notify parents in writing when a communicable disease is reported in their child's class. The Director will also send home a symptoms and treatment procedure for the communicable disease reported according to the information supplied by the Ohio Department of Health.

### **PROCEDURES IN THE EVENT OF AN EMERGENCY**

In case of a "General Emergency", defined as any threat to the safety of the children, which may include loss of power, heat, or water to the school, the following measures will be taken:

1. The Director will notify the appropriate authorities.
2. Assistant Teachers are to take the class record book.
3. Teachers should lead students to the designated safe area across the parking lot to the grass area in front of the church.
4. Teachers are to take attendance and notify the Director as soon as possible if any student is not accounted for.
5. Unless authorized or given specific directions to the contrary, teachers are to remain with their class for the duration of the evacuation.
6. Students are not to be released until the Director authorizes it.
7. Seriously injured children or adults are not to be moved from any possible disaster area unless allowing them to remain is a life threatening situation.

8. If a student needs to be transferred to a hospital, a staff member will accompany the student and remain until the parent arrives.
9. All staff members are expected to remain with the children until the crisis is resolved and are given the authorization to leave.
10. An incident report would be provided to the parents.

**FIRE DRILLS:** There will be a monthly fire drill at varying times. Each room has fire emergency plans posted that the children have been familiarized with should an emergency occur.

**TORNADO DRILLS:** There are periodic tornado drills to teach the children where to go and how to prepare for a tornado. Floor plans and places to go for the drill are posted in each classroom. If a parent wishes to take their child from the center during a tornado threat, they must notify the teacher and the Director of their intentions.

**LOCKDOWN DRILLS:** We are required by state law to perform a lockdown drill four times a year. Special code words will be used to indicate to the staff to perform specific actions for the drill.

### **IN CASE OF A SERIOUS INCIDENT, INJURY, OR ILLNESS**

In case of a serious incident, injury or illness, the child's teacher and/or Director will handle the emergency situation while the teacher assistant takes care of the class. One adult will apply first aid while the other contacts the parents. (Please note that the life squad will be called immediately, even before the parents are called, if the Director or teacher feels that the injury is serious.) If the parents cannot be reached, the emergency numbers will be used. If the parents still cannot be reached and the child needs medical attention, the life squad will be called. If no parent arrives by the time the life squad leaves, a member of the staff will accompany the child to the nearest hospital or to the hospital that the life squad feels is best suited for the emergency. **911 will ALWAYS be called before a parent is notified of any serious accident or injury to a preschooler. Seton Preschool will not allow a child to enroll in the program if 911 cannot be called first.**

A list of the student's home and emergency numbers is in a notebook located in the classroom at all times. If the child becomes ill, the child will lie down on the cot located in the Director's office until the parents come to pick him/her up. Someone will stay with the child until the parent arrives. **The first aid kit is located in the Director's office.** In the event of a dental emergency, the parent will be contacted and arrangements made to take the child to the emergency room of the dentist or clinic indicated in the child's file. If minor bleeding occurs, direct pressure will be applied with sterile gauze.

Any dental emergency will be treated with compliance to the Emergency Dental Plan prescribed by the Division of Dental Health of the Ohio Department of Health posted in each classroom.

### **ADMINISTRATION OF MEDICATION AND CARE PROCEDURES**

Medicines, vitamins, medical foods, and special diets are administered to the children on a prescription basis. Teachers will give children prescriptions only if the medicine is in the original prescription bottle and the parent completes the required forms located in the Director's office (Forms JFS 01236 and JFS 01217). Non-prescription medication will be given only when the physician and the parent complete the required "Medication Form." Over the counter sunscreens and lotions can be used by a child with written permission by the child's parent.

The center will ensure compliance with the Americans with Disabilities Act (ADA) including the administration of medication to children with disabilities and the administration of care procedures to children with disabilities.

### **TRANSPORTATION**

#### **Field Trips and Routine Walking Trips**

All field trips at the preschool will be within walking distance of the school. Whether it is to the library next door, the park across the street or the church across the parking lot, permission slips will be filled out by parents. All enrollment forms and other paperwork will accompany the children during their field trips.

#### **Emergencies, including preschool policy on providing care to children whose parents refuse to grant consent for transportation to emergency treatment**

Transportation in case of an emergency will proceed as follows: For medical emergencies 9-1-1 and the child's parents will be called. Child will be transported by either ambulance or their parents to the nearest hospital. For evacuations due to fire or lockdowns children will walk from the building. If they can't re-enter the building due to unsafe conditions, parents will be called to come pick them up. All enrollment forms and other paperwork will accompany the children during evacuations. For loss of power, heat, and water to the building, parents will be called to pick up their children.

911 will ALWAYS be called before a parent is notified of any serious accident or injury to a preschooler.

**Seton Preschool will not allow a child to enroll in the program if 911 cannot be called first.**

Please note that the life squad will be called immediately, even before the parents are called, if the Director or teacher feels that the injury is serious. If the parents cannot be reached, the emergency numbers will be used. If the parents still cannot be reached by the time the life squad leaves, a member of the staff will accompany the child to the nearest hospital or to the hospital that the life squad feels is best suited for the emergency. The child's enrollment form and paperwork will accompany the child in the ambulance and to the hospital.

### **WATER ACTIVITIES/SWIMMING**

St. Elizabeth Ann Seton Preschool students will not participate in any water activities such as wading or swimming while on campus and attending school.

### **NAPPING AND RESTING**

For children enrolled in the PEDAL program St. Elizabeth Ann Seton Preschool will provide a quiet but low lighted space for napping and resting. Any child who does not fall asleep will have the opportunity to engage in quiet activities. A mat that is at least 1" thick will be provided at parent's expense for the child's rest time. Mats will be individually assigned. No mats will be shared among children. Mats will be sent home for cleaning after five uses.

### **POLICY ON HOURS OF OPERATION**

When the weather presents undesirable conditions in which to transport your child to preschool, we will close when the Milford Exempted Village Schools are closed and/or when St. Andrew/St. Elizabeth Ann Seton Elementary School is closed. If Milford has a one-hour delay, all morning preschool sessions will start at 9:30 a.m. and dismiss at the normal time (11:30 AM). The afternoon sessions will start at the normal time (12:15 PM). When there is a two-hour delay, the morning preschool classes will be canceled and the afternoon sessions will start at the normal time. Parents will be contacted via Option C with an automated phone call and

email at the time of the closing or delay. The Preschool closings will also be on the school's voice mail at 513-575-9900. No snow days will be made up.

### **POLICY ON WHEN THE CENTER WILL REQUIRE DISENROLLMENT OF A CHILD**

The Director has the right to immediately withdraw a child from the preschool program if at any time the child is a physical threat to the staff or another student. The Director also has the right to withdraw a child from the program if their behavior is disruptive to the rest of the class, which prevents the teacher from carrying out her responsibilities to the rest of the students. A child will not be withdrawn from the program for behavior problems until the following steps are followed.

1. An initial phone call to the parents will be made by the teacher to inform the parents of the child's behavior and what the teacher did to correct his behavior.
2. The Director will observe the child three times.
3. If the child continues to be disruptive, the Director will call the parents and arrange a meeting with the parents, teachers, and the Director to try implement a behavior modification program to help the child correct his behavior.
4. The teacher will call the parent or send home a progress report on weekly bases on how the child is reacting to the behavior program.
5. The Director will observe the child at least three times before step #6 is done.
6. A second meeting will be arranged in two – four weeks to determine how the child is progressing. The parents, teachers, and Director will be present at the meeting. If the child's behavior has not improved by this time; the Director has the right to have the child withdraw from the preschool program.

The Director has the right to recommend that a child be withdrawn from our program if the teacher and Director feel that the child's special needs are not being met by the program. The parents, teacher, and Director will have a conference before this occurs.



**PROCEDURE FOR PARENTS AND EMPLOYEES TO FOLLOW WHEN NEEDING  
ASSISTANCE IN RESOLVING PROBLEMS RELATED TO THE SCHOOL**

Any parent or legal guardian of a child in our preschool that needs assistance with a problem or has a complaint should take the following steps:

1. Bring the complaint or problem to the teacher.
2. If the parent is not satisfied with the teacher's solution, bring the complaint or problem to the Director.
3. Allow time for the Director to investigate the problem.
4. The Director will get back to the parent by the next day class session with a potential solution.

***THE OHIO DEPARTMENT OF JOB & FAMILY SERVICES' TOLL FREE NUMBERS ARE AVAILABLE UPON REQUEST AND ARE POSTED IN THE PRESCHOOL OFFICE SHOULD ANY PERSON WISH TO REPORT A SUSPECTED VIOLATION OF LICENSING RULES AND REGULATIONS.***

**POLICY ON FORMAL ASSESSMENTS OF ENROLLED CHILDREN**

St. Elizabeth Ann Seton Preschool is not currently pursuing a Step Up to Quality star rating, so our program does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code. The center does not conduct formal assessments at this time.