

## **DSJ PRE-SCHOOL PROVIDES**

- a. A basic Christian foundation from which a child can experience God's Love.
- b. Continued contact with playmates of the same age.
- c. Participation in activities with other children.
- d. Sharing of materials, space, and teacher's attention.
- e. Opportunity to accept the companionship and authority of an adult who is not one's parents.
- f. Comfortable settings with routine, security and affection conducive to learning and having fun.
- g. Stimulation of the world around children and their place in it.
- h. Positive first classroom experiences:
  - i. Learning new skills.
  - ii. Expanding interests.
  - iii. Establishing routines, physical habits, work habits and self-control.

## **ST. JOHN SCHOOL PHILOSOPHY**

- a. Observation, investigation and experimentation.
- b. Thinking for oneself and decision making.
- c. Creativity and developing the imagination.
- d. Learning through the "SENSES".

It is the purpose of our Pre-School to supplement and extend early home experiences in an environment planned to further each child's development through living and learning with his/her peers. In a Christian community opportunities are planned so that each child can learn to respect the rights and feelings of others, to laugh together, console one another, help one another, to practice honesty, and to assume responsibility for ones own actions. Each child is accepted for himself/herself. We commit ourselves in promoting a positive self-image, a developed imagination and a feeling of trust and cooperation.

Our Pre-School is planned and developed with the needs of today's child in mind.

- a. The need to accept himself/herself as an important and worthwhile person.
- b. The need to learn how to get along with others through work and play.

- c. The need for development of skills through which learning takes place.

### **BEHAVIOR MANAGEMENT / DISCIPLINE POLICY**

- (A) A Pre-School staff member in charge of a child or group of children will be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be as follows:
  - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - (5) No child shall be subjected to profane language, threats, and derogatory remarks about himself, his family, or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate shame or frighten a child.
  - (8) Discipline shall not include withholding food, rest or toilet use.
  - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a pre-school staff member in a safe, lighted and well-ventilated space.
  - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
  - (11) Zero Tolerance for biting. Parents of both students involved will be called and the student who did the biting will be sent home for the remainder of the day.
- (D) A parent or guardian enrolling a child in the Pre-School will receive the schools written discipline policy which is included in the handbook.
- (E) All preschool staff members shall receive a copy of the center's written discipline

policy for review upon employment.

It is believed necessary to plan a school environment and a program conducive to the understandings, attitudes and habits which it is hoped the children would develop. It is harder for the children to be good if the school's program is dull, uninteresting or boring.

It is important to know the children and establish positive friendly relationships between teacher and child.

## **PARENTAL PARTICIPATION**

Parents are cordially invited to visit the school any time between 8:00 a.m. and 2:30pm during days of operation. Parents are welcome to enter into the children's activities, but at the direction of the teachers on duty. All volunteers must go to VIRTUS.org and complete the Expectation Form, the new on-line course and the background screening. This is at a cost of \$25.00. This fee is good for five (5) years).

If you are a returning volunteer--- you will receive an email notification from VIRTUSONLINE which gives you credentials for the new Protecting Youth Program. When you receive your credentials you should log in. Within a couple of weeks we will review whether your background screening is up to date. If any of the background requirements are expired, you will receive another email indicating that you must complete the course of the background screening. You will then need to log into VIRTUS in order to take the course (Protecting God's Children) or submit your name and SSN for a background screening. The online course is free, the background screening is \$25.00. This fee is good for five (5) years.

A formal conference will be scheduled in the fall and again in the spring. This will include any staff concerns plus physical and social developments as well as Pre-School Readiness Progress and Behavioral concerns of the teacher. The family unit is considered very important to those of us at St. John Pre-School, and we would encourage parents to participate in scheduled field trips and other activities.

## **REGISTRATION AND FEES**

Spring registration is open to all children ages 3 to 5. Children must be 3 on or before August 1<sup>st</sup> to enroll for the Tuesday – Thursday classes and turn 4 before August 1<sup>st</sup> to enroll for the PreK classes. Children shall be accepted on a first come basis. Class sizes are limited. In the event these limits are reached, Delphos St. John parishioners will be accepted first. Please register on line at <https://delphosstjohnsoneview.esvportal.com> When we receive your child's registration fee your submitted registration will be approved and you will receive an email confirming your child's acceptance. Please drop off or mail the registration fee to

Delphos St. John's Preschool  
722 S. Jefferson St.  
Delphos, OH 45833

Registration Fee:      \$100.00 (non-refundable)

The payment policy for St. John's Preschool classes for the 2022-2023 school year is as follows:

- Tuition invoices are sent monthly through FACTS.
- Tuition payments are due the fifth day of each calendar month unless other arrangements have been made.
- Tuition can be paid by cash, check, card (fees are applied for transaction)/ACH through FACTS. If you are paying with cash or check, please place payment in an envelope that is labeled with the students' name and teacher and put it in the drop-box located outside of the office door. If you are paying with credit card/ACH, you may do so through FACTS.
- Checks should be made payable to **St. John's Pre-School.**
- Tuition is all inclusive; covering project supplies, etc. With the exception being field trip admission fees plus any bus fees for these trips.
- We **do** charge for days a child is absent due to illness, personal vacation and weather cancellations.
- **IF PAYMENT IS ONE MONTH DELINQUENT, YOUR CHILD WILL NOT BE PERMITTED TO RETURN TO CLASS UNTIL TUITION IS PAID.**

**Tuition for 2022-2023 and Program Options**

Monday-Friday- full day Pre-K (age 4 by August,1) 8:00am-2:30pm..... \$3,357/year

M-W-F full days Pre-K (age 4 by August,1) 8:00am-2:30pm..... \$2,115/year

M-W-F half days Pre-K (age 4 by August,1) 8:00am-11:15..... \$1,359/year

Tuesday – Thursday half days (age 3 by August,1) 8:00am – 11:15am... \$909/year

Latchkey is available each morning beginning at 7:15am for \$3/day.  
Latchkey is available after school for full day preschool students on MWF and Monday-Friday for 5-day Pre-K students @ \$3/day from 2:30-3:30pm. Latch key fees are to be paid separately from tuition. Latchkey fees will be invoiced through the Procure App. You can pay latchkey fees by cash, check or card/ACH through the Procure App.

If you have any questions please call the St. John's business manager, Jane Keirns, at the Ministry Center, 419-695-4050 or the Pre-School office at 419-692-9806.

**\*\*\*\*\*Fees are subject to change by the Parish Business Office**

**IN THE EVENT OF AN EXTENDED ILLNESS OR HOSPITALIZATION EACH SITUATION WILL BE HANDLED ON AN INDIVIDUAL BASIS CONCERNING TUITION.**

Both admission and withdrawal are done through the Director. Withdrawal may take place at any time during the year. If at all possible we ask that you please inform the director at least two weeks before the child's final days.

WE DO CHARGE for days a child is absent because of illness, personal vacation and weather cancellations. WE DO NOT CHARGE for days we are not in session because of calendar holidays, Parent – teacher conferences and teacher in service.

Tuition includes all preschool school supplies and a rest mat for each child (full day pre-k students only).

### **REQUIRED FORMS FOR A CHILD'S FOLDER**

- a. Application to be completed on line @ <https://delphostjohnsoneview.esvportal.com> which will include the following information:
  - Emergency Medical Authorization.
  - Parental Authorization stating the people authorized to pick up a child.
  - General permission slip
  - Photo release permission
  - Roster permission
- b. Any court forms, ex. custody papers, must be on file
- c. Health form completed and signed by the child's physician
- d. Allergy form, Request for administration of any medication

**A child's immunization record is due on the first day of school.** The Health Form must be completed and returned no later than **30 days from the first day of school.**

### **IMMUNIZATION REQUIREMENTS**

All children attending a daycare, Head Start or pre-school are required to have the following:

- Four doses of DtaP, DTP, DT or any combination
- Three doses of polio vaccine. OPV or IPV or any combination.
- One dose of measles, mumps and rubella (MMR) vaccine administered on or after the first birthday.
- Three or four doses of haemophilus b (Hib) depending on the vaccine type and the age when the child began the 1<sup>st</sup> dose and the last dose is after 12 months.

One dose on or after 15 months of age is acceptable. No Hib given after 5 years.

- Three doses of hepatitis B vaccine
- One dose of Varicella Vaccine

## **ATTENDANCE**

The state mandates that the school be notified by either parent if the child will be absent from school that day. Please inform the teachers if the child will be absent. The Annex phone number is 419-692-9806. Please call by 8:00 a.m.

When your child returns from any illness they **must be free from a fever or any symptoms for 24 hours.**

Please notify the school if your child has a communicable disease so that we may inform other parents.

## **CLASS TIME & SCHEDULES**

### **PRE-KINDERGARTEN**

- 5 Day Pre-K – 5 days per week 8:00am – 2:30pm
- All day – 3 days per week MWF 8:00am to 2:30pm
- Half day – MWF 8:00am to 11:15am

### **SCHEDULE**

<b>7:15am-7:50am</b>	Morning Latchkey services available
<b>8:00am-8:15am</b>	Gathering time / table top activities (small motor skills)
<b>8:15am-8:50am</b>	Circle Time (calendar, weather, pledge, and prayer)
<b>8:50am-9:20am</b>	Language Arts
<b>9:20am-9:50am</b>	Math
<b>9:50am-10:30am</b>	Restroom break / snack / recess (large motor skills)
<b>10:30am-11:00am</b>	Religion
<b>11:00am-11:10am</b>	Show `n Tell
<b>11:10am-11:15am</b>	Prepare for 1/2 day students dismissal & full day students prepare for lunch.
<b>11:15am</b>	<b>DISMISSAL OF 1/2 DAY STUDENTS</b>
<b>11:15-12:15</b>	Lunch / Recess
<b>12:15pm-12:30pm</b>	Clean up / Restroom Break
<b>12:30pm-1:30pm</b>	Rest / Quiet Time
<b>1:30pm-2:00pm</b>	Art / Music
<b>2:00pm-2:25pm</b>	Science / Social Studies / Building Social Skills
<b>2:25pm-2:30pm</b>	Preparing for Dismissal
<b>2:30pm</b>	<b>DISMISSAL</b>
<b>2:30pm-3:30pm</b>	Latchkey Services Available

**PLAN B**  
**(EXTENDED DAY FOR ½ DAY STUDENTS)**  
**PRE KINDREGARTEN SCHEDULE**

**Plan B in effect in the event of a 2 hour delay**

**Morning latchkey begins at 9:15a.m.**

<b>9:15-9:50</b>	Latch Key
<b>10:00 – 10:30</b>	Circle Time (calendar, weather, pledge, prayer)
<b>10:30 – 10:50</b>	Language Arts
<b>10:50 – 11:25</b>	Math
<b>11:25 – 11:40</b>	Restroom Break & Recess
<b>11:40 – 12:00pm</b>	Religion
<b>12:00 – 12:10</b>	Show n’ Tell
<b>12:10 – 12:15</b>	Prepare for ½ day students dismissal / prepare for lunch
<b>12:15pm</b>	<b>Half Day students dismissed</b>
<b>12:15 – 1:00</b>	Lunch & Recess
<b>1:00 – 1:45</b>	Rest Time
<b>1:45 – 2:00</b>	Music
<b>2:00 – 2:20</b>	Science / Social Studies / Building social skills
<b>2:20 – 2:30</b>	Prepare for dismissal
<b>2:30pm</b>	<b>School is dismissed</b>
<b>2:30 – 3:30pm</b>	Latch Key

**PLAN C**  
**3 HOUR DELAY**  
**Pre-K schedule**

**ALL STUDENTS, BOTH FULL AND ½ DAY, WILL FOLLOW THIS SCHEDULE**

<b>10:15-10:50</b>	Latch Key
<b>11:00-11:15</b>	Gathering time / table top activities
<b>11:15-11:35</b>	Circle Time (calendar, weather, pledge, etc.)
<b>11:35-12:00</b>	Language Arts
<b>12:00-12:15</b>	Restroom & Prepare for lunch
<b>12:15-1:15</b>	Lunch & Recess
<b>1:15-1:40</b>	Religion
<b>1:40-2:00</b>	Math
<b>2:00-2:15</b>	Recess
<b>2:15-2:25</b>	Show – N – Tell
<b>2:25-2:30</b>	Prepare for dismissal
<b>2:30-3:30pm</b>	Latchkey

**THREE AND YOUNG FOUR YEAR OLD PROGRAM & SCHEDULE**

- Half day – 2 days per week Tues.&Thurs. 8:00am to 11:15am

**SCHEDULE**

**7:15am-7:50am** Morning Latchkey services available

<b>8:00am-8:15am</b>	Music or group activity in the gym
<b>8:15am-8:50am</b>	Circle Time (calendar, prayer, pledge, weather, etc.)
<b>8:50am-9:40am</b>	Project / seat work
<b>9:40am-10:10am</b>	Religion
<b>10:10am-10:25am</b>	Restroom break / Snack
<b>10:25am-11:00am</b>	Free play or Gym play time
<b>11:00am-11:10am</b>	Show `n Tell
<b>11:10am-11:15am</b>	Prepare for dismissal
<b>11:15am</b>	<b>DISMISSAL</b>

**PLAN B EXTENDED DAY**  
**TUESDAY – THURSDAY**

**Plan B in effect in the event of a 2 hour delay**

**Morning Latchkey begins at 9:15a.m.**

<b>9:15 – 9:50</b>	Latch Key
<b>10:00 – 10:30</b>	Circle Time (calendar, prayer, pledge, weather, etc.)
<b>10:30 – 11:00</b>	Project / Seat work
<b>11:00 – 11:25</b>	Religion
<b>11:25 – 11:50</b>	Restroom break & Recess
<b>11:50 – 12:00pm</b>	Music or group activity in gym
<b>12:00 – 12:10</b>	Show n’ Tell
<b>12:10 – 12:15</b>	Prepare for dismissal
<b>12:15pm</b>	<b>School is dismissed</b>

**PLAN C**  
**TUESDAY THURSDAY**  
**PRESCHOOL IS CANCELLED**

**LATCHKEY SERVICES**

Morning and afternoon latchkey services will be offered. Morning latchkey will begin at 7:15am until 7:50am for \$3 per day. In the event of a 2 hr. delay due to inclement weather latchkey services will begin at 9:15a.m. In the case of a 3 hr delay on MWF latch key will begin at 10:15am.

Afternoon latchkey services will begin at 2:30pm until 3:30pm pm for \$3 per day for Pre-K full day students only. For every 15 min past 3:30pm there will be a \$10.00 late fee. Latchkey fees will be billed at the end of each month and should be paid separately from tuition. If latchkey fees are one month delinquent your child will not be able to use the latch key services until the fees are paid.

**FOR SAFETY**

PLEASE stress to your child that he/she stay with you or the adult in charge. Children should not run in the parking lot. **We appreciate your cooperation in assisting your child to the classroom door upon arrival. Children should be picked up at the door for dismissal time. Please DO NOT let your car run while you pick up your child.**

## **ACCIDENTS**

In case of a "mild" injury that does not require a doctor's attention, such as small bumps, bruises or scrapes the parent will be notified that day, either when the child is picked up from school or a phone call will be made. Small bumps, bruises or scrapes will be given the appropriate first aid by a trained staff member and a notice sent home to the child's parent describing the incident and action taken. If accident requires a doctor to be seen parents will be called and appropriate first aid given by trained staff.

## **PRESCRIBED AND NON-PRESCRIBED MEDICATION POLICY**

Ohio law prohibits school personnel from dispensing medicine (including aspirin or Tylenol) to the students without the proper forms. Any medication to be taken must be kept in the school office along with the parents medical release form.

Doctors are the only persons qualified to prescribe medications. Pharmacists dispense them. The diagnosis and treatment of illness is the responsibility of a family physician, not the responsibility of your school or any of its employees, including nurses or other authorized school personnel.

It is diocesan policy to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances which require the cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students.

The school should not routinely administer any **non-prescribed** (over the counter) drugs, medications, preparations, or remedies without the parent's approval. The non-prescription form must be completed and signed by parent / guardian.

When a student is so ill that oral medication is temporarily required, parents / guardians should consider keeping the student at home until the need for medication is eliminated.

In those special cases where a student possibly needs to take **prescribed** oral medication during the regular school day while at school, the following rules shall apply:

- All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of parent / guardian could be interpreted as practicing medicine and is prohibited by law.

- Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
- Whenever a student must take prescribed medication during school hours the appropriate physician request and parent release forms must be on file before the student will be allowed to begin taking the medication in school.
- Medication is to be brought by a responsible person to the school office, in the container in which it was dispensed.
- For each prescribed medication, the container shall be labeled with the following information: Student's name, name of physician, date, name and telephone number of pharmacy, name of medicine, dosage, frequency, and any special handling and storage directions.
- At school all medications are to be kept in the school office in a secure and safe storage unit strictly not accessible to students.
- Any unused medication not claimed by the last day of school will be destroyed by school personnel by flushing it down a toilet.
- If a school has a full-time nurse, the nurse will oversee the administration of medication. In the absence of a full time nurse, responsibility rests with the director. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
- Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
- A log will be kept for each prescribed or non-prescribed medication on which the school personnel will note at what time the student was seen taking his/her medication.
- New request forms must be submitted each school year and when the medication or dosage is changed.
- Whenever a parent comes to school to give medicine to the child he/she must come to the office to dispense the medicine.
- All of the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/guardian should be immediately notified and appropriate arrangements made for immediate medical attention.

The intent of these procedures is to ensure that no medication will be taken at school without administrative approval. This included prescription and non-prescription drugs, the only difference being that the administering of prescription drugs required a physician's and a parent's statement; the administering of non-prescription drugs required only the parent's permission.

The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

Policy adopted by St. John School Council – October 11, 1995

St. John Preschool reserves the right to exclude a child from school if, it is judged, a condition is serious enough to jeopardize the health of others. In some cases, a doctor's authorization may be required for re-admittance to school.

### **COMMUNICABLE DISEASE POLICY**

Parents will be immediately notified of a child's condition when the child is observed with any signs/symptoms of illness. Our program follows the Ohio Dept. of Health child day care communicable disease chart.

A child that shows any of the following signs/symptoms will **immediately be isolated and discharged to a parent/guardian:**

- Diarrhea/ Vomiting
- Severe coughing, causing the child to turn red/blue in the face or makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin/eyes
- Conjunctivitis (pink eye)
- Temperature of 99.9 or higher
- Untreated infected skin patches
- Unusually dark urine and or grey or white stool
- Stiff Neck
- Evidence of lice, scabies, or other parasitic infestation

An isolated child will be cared for in a room not being used by the rest of the preschool students, within sight and hearing of an adult at all times. Made comfortable and observed closely, then discharged to a parent/guardian as soon as practical. The child may return to school after 24 hours symptom free of fever, vomiting /diarrhea or after being seen by a doctor and deemed free of the disease.

### **AIDS POLICY**

Based on current evidence, casual person to person contact poses no risk in the transmission of AIDS. Children should be allowed to attend school in a regular classroom setting provided:

- The health status of the child, as determined by his/ her physician, allows participation in regular classroom activities.
- The child behaves acceptable i.e. does not bite other individuals or exhibit other violent behaviors.
- The child does not have any open sores or skin eruptions.

### **SCHOOL DELAYS AND CANCELLATIONS**

We do generally follow the St. John Elementary School calendar. We will inform you in advance of class cancellations because of teacher in-service days, national holidays, etc.

### **WEATHER RELATED DELAYS AND CANCELLATIONS**

Please check for delays/cancellations on WLIO TV for school delays and school cancellation information. Delphos St. John's Preschool delay and cancellations goes off of what Delphos City and Delphos St. John's Elementary and High School decide. To receive message alerts from Delphos St. John's Announcements / weather: text the number 81010 with the message @dsjweather. You will receive weather updates and announcements from DSJ Announcements / Weather first. Delphos St. John's Preschool will follow up and update all weather and announcements to the Procure app in messages once we are notified from DSJ announcements / weather.

In the event of a 1 hour delay Pre-School will begin at 9:00 a.m. with latch key services beginning at 8:15. If there is a two-hour delay the Plan B Extended Day schedule will be in effect. (See class times & schedules) School will begin at 10:00 a.m. with afternoon latchkey services available. Morning latchkey services will begin at 9:15 in the event of 2 hour delay due to inclement weather. If there is a 3 hour delay the Tuesday Thursday classes will be canceled. 5-Day Pre-K will still be in session for a 3hr delay on Tuesdays and Thursdays with latchkey service beginning at 10:15am. If there is a 3 hour delay on MWF Latch Key will begin at 10:15. ALL students, including ½ day students will attend full day and be dismissed at 2:30. Latchkey will be available from 2:30 until 5:00pm. All students will need to pack a lunch on Plan C / 3 hour delay days. In case of early dismissal due to worsening weather conditions throughout the day listen to WDOH for announcements. There will be no afternoon latchkey services available in the case of early dismissal.

If Delphos Public and Parochial classes are cancelled, St. John Pre-School classes are cancelled.

### **DRESS CODE**

We prefer that children come dressed comfortable, jeans and shorts and athletic shoes are fine. We recommend that extra care be taken in choosing shoes. We find that black patent leather dress shoes, cowboy boots and flip flops are unsafe for play especially in the gym. All shoes must be worn with socks. Sandals may be worn but must have a back strap. This includes flip flops. **Please dress appropriately for the weather as we will have an outdoor recess time each day weather permitting.** All outer clothing should be plainly marked with the child's name.

### **SHOW AND TELL**

We will set aside a special time each day for the children to share a favorite possession. There is a "Show and Tell" box for the child to put their item in upon arrival. Throughout the year we will select specific themes and during these weeks the item should be something pertaining to the theme if possible. The item should be marked and will not be played with during class time. Children will be assigned their day for "Show and Tell". **NO TOY GUNS OR WEAPONS OF ANY KIND PLEASE!**

## **BIRTHDAYS**

We do honor the child's "Special Day" and you may send a light treat to be shared at snack time. We ask that treats have no peanut butter or nuts in them. Children with a summer birthday may celebrate a "Pretend" birthday in April or May. Birthday or other party invitations **may not be distributed** on school property **unless the entire class is invited**.

## **SNACKS & LUNCH**

Each child should bring their own non refrigerated snack to school with them each school day. Snacks are not provided by the preschool. **We ask that NO PEANUT BUTTER OR NUTS PLEASE.** Lunch will be at 11:15 each day for full day students. Please pack a healthy lunch with no soda pop, energy drinks or candy. Milk will be available to purchase.

**\*\*\*IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE LET YOUR CHILDS TEACHER KNOW \*\*\***

## **REST TIME**

Rest / Quiet time for full day students will be from approximately 12:30 to 1:30 each day. (This is a state mandate) Each full day student will need a small pillow and small blanket brought to school the first day of each week in a bag. The pillow and blanket will be sent home on Friday of each week to be washed over the weekend and returned for the next week. Two preschool staff members are physically present in the room at all times during Rest / Quiet time and is able to summon other staff members without leaving the room if needed. Mats are regularly sanitized and cleaned with a germicidal detergent.

## **HOLIDAY CELEBRATIONS**

Each parent will be asked to bring a treat, take home snack or juice for a specific holiday celebration. **No peanut butter or nuts please!** Your child's teacher will let you know when it is your turn.

## **FIELD TRIPS**

Notes are sent home providing parents with necessary information pertaining to the trip. Each child is required to have a signed slip in order to participate. All field trips will be by bus due to the seat belt law. School busses are exempt from this rule. Each student will be charged a nominal bus fee. All chaperones attending field trips must go to VIRTUS.org and complete the Expectation Form, the new on-line course and the background screening. This is at a cost of \$25.00. This fee is good for five (5 years).

If you are a returning volunteer--- you will receive an email notification from VIRTUSONLINE which gives you credentials for the new Protecting Youth Program. When

you receive your credentials you should log in. Within a couple of weeks we will review whether your background screening is up to date. If any of the background requirements are expired, you will receive another email indicating that you must complete the course of the background screening. You will then need to log into VIRTUS in order to take the course (Protecting God's Children) or submit your name and SSN for a background screening. The online course is free, the background screening is \$25.00. This fee is good for five (5) years.

### **PARENT TEACHER CONFERENCES**

Teachers share observations with parents in November and in March.

### **FACULTY**

Mr. Nathan Stant - Principal 419-692-8561 ext 1030

Katrina Schwinnen- Director 419-692-9806

Miss Heather Gengler –Lead Teacher

Mrs. Renee Fuerst – Teacher

Mrs. Lisa Kerner – Teachers Assistant

Mrs. Michele Schulte – Teachers Assistant

Mrs. Audra Miller - Teacher / Office

Sarah Knippen- Teachers Assistant

### **STATE OF OHIO OMBUDSMAN**

The State of Ohio requires that we notify parents of Pre-School students, that there is a phone number that they may call to intervene when problems have not been resolved satisfactorily by our Director.

That number is – Early Childhood Education – 614-466-0224.

St. John's curriculum is aligned to the early learning content standards adopted by the State Board of Education. The Pre-School is inspected in the Fall and Spring to determine if these standards are being met. The inspection – compliance – reports are posted to the left of the office door.

## **2022-2023 St. John Preschool** **Parent / Guardian / Student School Handbook**

## **Signature Page**

After you have read this handbook, please keep it handy for reference throughout the year. We then ask that you sign the sections below and return this signature page to the school office.

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This is to verify that **I have read** the Parent / Guardian/ Student Handbook for St. John Preschool and have discussed it with my child. I am aware of the rules and policies of the preschool and agree to abide by these rules. I will do my part to uphold this as a parent / guardian and assist my child in supporting them also.

**Mother or Guardian's Signature** \_\_\_\_\_

**Father or Guardian's Signature** \_\_\_\_\_

**Dated:** \_\_\_\_\_

- The director retains the right to amend the handbook for just cause. Parents / Guardian's will be given the prompt notification if changes are made.