

St. Mary's School
129 St Mary Street Phone 419.943.2801
Leipsic, Ohio 45856 Fax 419.943.3555
Website: ls.noacsc.org

Offering Work, Love and Sacrifice

As a significant ministry of St. Mary's Parish, our mission is to support the faith formation of families, providing a quality education within a Catholic Christian setting. Our purpose is to nurture the life of Jesus within each child through programs and experiences that allow them to mature into disciples of Christ.

St. Mary's Pre- Kindergarten Handbook

2018 - 2019

[Mission Statement](#)

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A significant ministry of St. Mary's Parish, St. Mary's exists to aid in the development of the whole child; spiritually, academically socially and physically. As part of a Catholic community living out the Gospel message, the school and family collaborate to nurture self -worth, respect and an appreciation of the pursuit of knowledge.

Philosophy and Goals of the Pre-Kindergarten Program

The first years of life are of vital importance to a young child's growth and development. Foundations are laid which influence the child to accept himself/herself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior.

Children grow and gather knowledge most effectively through concrete and actual experiences. Therefore, our goal is to create a stimulating "play" environment rich in hands-on opportunities for each child. The curriculum is designed to meet the needs of the whole child. Activities, events, and experiences will be incorporated to enhance the growth of the child's spiritual, physical, cognitive, social, emotional, creative and language development.

Course of Study

St. Mary's Pre-Kindergarten follows the course of study written by the Catholic Diocese of Toledo. This can be found on the Diocesan website: www.toledodiocese.org

Admission Policy

"In accordance with Christian principle, St. Mary's Catholic School recruits and admits students of any gender, race, color or ethnic origin to all the rights, privilege, programs, and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities.

Requirements for Admission

Students in Pre-Kindergarten must have the inoculations required by the State of Ohio per their age.

Parents will complete and provide to the school a medical emergency form which will include at least the names, address, and phone numbers of 2 persons (in addition to the parents) to contact in case of emergency if the parent cannot be located.

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Registration and Fees

Children shall be accepted on a first come basis. Class sizes are limited. In the event these limits are reached, St. Mary's parishioners will be accepted first.

All children must be fully potty trained and not rely upon a pacifier or sippy cup.

Monday, Wednesday and Friday classes.

Children must be 4 years old on or before September 30 of the current school year to enroll for that school year.

Fees are \$2000/year

Schedule

The Pre-Kindergarten program runs from 8:10 a.m. - 3:00 p.m. (Monday, Wednesday and Friday). The doors will open at 7:55 a.m. Public school transportation may be able to accommodate your child's arrival and dismissal needs. This needs to be pre arranged by contacting the transportation department at your local Superintendent's office.

If an adult other than a parent is to accompany a child from school, the teacher is to be notified in writing of names of person(s) to whom the child can be released.

Arrival, Dismissal, and Absentee Policy

★ Arrival

- An adult or authorized person must accompany the child to the classroom door. It is important to arrive promptly to insure that your child will receive the benefits of the entire class time. We thank you for your cooperation.

★ Dismissal

- The parent or authorized adult must go to the classroom at the end of the session and pick up the pre-kindergarten child.

★ Absence

- The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by a note or call the the school office (419-943-2801) before 8:10 a.m.

School Calendar

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St. Mary's Pre-Kindergarten follows the same calendar as the K-8. A school calendar will be provided for you at the beginning of the school year. You will be notified by note or in the parent bulletin if any changes occur during the school year.

Cancellations or Delays

St. Mary's Pre-Kindergarten runs on the same schedule as the K-8 which will be cancelled or delayed if Leipsic Local Schools cancels or delays.

Parent - Teacher Conferences

Scheduled conferences will take place twice a school year. These are on the school calendar and reminders will be sent in advance of the conferences. Individual conferences will also take place as needed throughout the school year.

Parental Participation

Custodial parents are welcome to observe or join our classes. We believe that parents are one of the most important factors in the success of a Pre-Kindergarten program. We want to invite our parents to take an active role by participating in the classroom as often as their schedules allow. Custodial parents can also become involved by participating as a classroom volunteer. If you have a musical background, play an instrument, speak another language or have other skills or talents, please share with us. Parents are required to report to the office prior to their participation in the classroom.

Dress Code

Tennis shoes are acceptable. Please make certain your child has straps on the backs of sandals for safety. Students are permitted to wear shorts during the months of August, September, May and June. Please dress your child in clothes he/she can manage. All outdoor clothing should be labeled with your child's name.

*Please keep a complete set of extra clothing at school for emergencies. Remember as your child grows and the seasons change, these need to be changed.

Dress Code During Cold Weather Months

We recognize the importance of daily outdoor play. Children will be outdoors for recess unless it is raining or temperature and wind result in a 20°F wind-chill factor. During cold weather, please make sure your child wears a warm coat, hat, gloves and boots for comfort and safety. Label each garment with your child's name.

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Birthday and Holiday Celebrations

Parents may send in treats for a birthday celebration. The respective classroom teacher will know if care needs to be taken because of an allergy of one or more students in the class.

Lunch

Students have the option of purchasing a hot lunch at Leipsic Local School or packing a lunch. Extra milk is also available for purchase. Leipsic Local Schools participates in Ohio's school lunch program and lunches are well-balanced and affordable. Free and reduced prices are available for those who qualify. An application will be sent home at the beginning of the school year. St. Mary's students walk as a group with adequate supervision the block to Leipsic Local School for lunch each day.

Behavior Management Policy

The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, 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.
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/or derogatory remarks about himself or 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-Kindergarten 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 Pre-Kindergarten program.

Behavior System

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Preschool Disciplinary Procedures & Policies

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

It is our desire for Saint Mary's students to be salt and light in the world, showing the way to live and not lead others astray! A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Timeout) – one minute away for each year of age. Children will be within sight of a supervising adult during this time out.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Disruptive Behavior distracts from the full benefit of the Pre-Kindergarten program and will result in consequences. The following behaviors are considered disruptive:

- 1.) Requires constant attention from the staff
- 2.) Inflicts physical or emotional harm on other children, adults, or self.
- 3.) Disrespects people and materials provided in the program.
- 4.) Constantly disobeys the rules of the classroom
- 5.) Verbally threatens other students and/or staff.
- 6.) Uses verbal or physical activity that diverts attention away from the group of children.

Children cannot become self-disciplined unless adults teach them right from wrong. At Saint Mary's, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs

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3:11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in."

Illness/Communicable

Disease

For the sake of your child's health and the health of others, please keep him/her home if he/she exhibits signs of illness. School officials never give internal medicines unless a note is filed and signed by a doctor with the school office for dispensing of medication. If your child becomes ill at school, you will be contacted immediately. In order to prevent the spread of contagious/communicable disease, a Pre-Kindergarten aide or teacher will walk the sick child to the clinic/office in the school. If a child in the class has been diagnosed with a communicable disease such as, but not limited to, mumps, measles, chicken pox, a note will sent home with the other children in the class with information to assist parents in watching for the disease. This will also be done in the case of head lice, scabies, or other infestations.

Snacks

A healthy snack will be provided by parents daily. A schedule will be sent home at the beginning of each month.

Field

Trips

The class may be going on field trips that require driving and car seats or booster seats. You will be notified in advance and will need to follow the school directives for drivers. Students may also be going on walking field trips. Permission slips will be sent home for these events.

Mass

The Pre-Kindergarten students may be attending Mass from time to time for special feast days or celebrations.

Inspection

reports

The current license and the latest inspection report will be on display in the Pre-Kindergarten classroom and the school office and are available for review at any time.

Complaints

From time to time a situation may arise that causes a parent or guardian to be concerned. We encourage parents to contact the teacher first. If the situation is handled in a satisfactory manner, no further action is needed. If, however, the situation is not resolved or if a child or children are

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in danger parents are asked to contact the school principal by visiting the school office, calling 419-943-2801, or sending a letter stating the problem. The principal will then follow up and act accordingly.

While we expect to never have any situations that cause you any concern from time to time an issue may arise. You have the option to contact the Ohio Department of Education (ODE) at 1-877-644-6338 in order to formalize your concern.

You may view our inspection reports at any time posted in the school office and also in the Pre-Kindergarten classroom.

Teacher Background Information

Each Teacher/Aide will complete the following.

- ✦ Resume
- ✦ References (x3)
- ✦ Diploma
- ✦ Transcript
- ✦ Background Check BCI and FBI
- ✦ CPR
- ✦ First Aid
- ✦ Virtus
- ✦ Protecting God's Youth

The Employer will check the BCI/FBI, and contact three references listed on resume and application. The new employee will have CPR, First Aid, Virtus and Protecting God's Youth prior to start date of employment.

Please complete and return this page of the handbook to your child's teacher.

Our family has read this handbook together and discussed it in its entirety. We understand our obligations as parents and students. We also understand St. Mary's Pre-Kindergarten obligations in educating children enrolled. We are excited about the new school year and look forward to working with the pastor, administration, and teachers at St. Mary's.

Discipline

Policy

Agreement

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I have read the Pre-Kindergarten Disciplinary Policies and Procedures and have discussed this with my child and agree to comply with the discipline policies and procedures of Saint Mary's Pre-Kindergarten.

Student Name

Parent/Legal Guardian Signature

Parent/Legal Guardian Name Printed

Date:
