

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
2019 - 2020

Jesus is the Anchor of our Soul

St. Mary's Catholic School
Leipsic, Ohio

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School Name: St. Mary's		City: Leipsic		IRN: 059196				
2019 - 2020 School Calendar								
July 2019		August 2019		September 2019				
Su	M	Tu	W	Th	F	S	Qu. 1 # days: 47 # conf/day: 6.15 # dev/day: 0 # hrs: 259.05	
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					
Su	M	Tu	W	Th	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	T	T	16	17		
18	19	O	21	22	23	24		
25	26	27	28	29	30	31		
Su	M	Tu	W	Th	F	S		
1	X	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							
October 2019		November 2019		December 2019				
Su	M	Tu	W	Th	F	S	Qu. 2 # days: 42 # conf/day: 6.15 # dev/day: 0 # hrs: 258.5	
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	C	C	X	X	19		
20	21	22	23	24	EQ	26		
27	28	29	30	31				
Su	M	Tu	W	Th	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	X	X	X	30		
Su	M	Tu	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	X	X	X	X	X	28		
29	X	X						
January 2020		February 2020		March 2020				
Su	M	Tu	W	Th	F	S	Qu. 3 # days: 43 # conf/day: 6.15 # dev/day: 0 # hrs: 264.45	
5	6	7	8	9	EQ	11		
12	13	14	15	16	17	18		
19	X	21	22	23	24	25		
26	27	28	29	30	31			
Su	M	Tu	W	Th	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	X	18	19	20	21	22		
23	24	25	26	27	28	29		
Su	M	Tu	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	EQ	14		
15	16	17	18	19	X	21		
22	23	24	25	26	27	28		
29	30	31						
April 2020		May 2020		June 2020				
Su	M	Tu	W	Th	F	S	Qu. 4 # days: 47 # conf/day: 6.15 # dev/day: 0 # hrs: 259.05	
			1	2	3	4		
5	6	7	8	9	X	11		
12	X	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				
Su	M	Tu	W	Th	F	S		
						1		2
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	O	23		
24	X	T	27	28	29	30		
31								
Su	M	Tu	W	Th	F	S		
1	2	3	4	5	6			
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

<p>Q First and Last Days of School / Half Day/ Late Start X School Closed/ Holiday C Parent/Teacher Conference Day Conferences 3 pm – 8pm T Teacher Professional Development Day EQ End of Quarter/ Grading Period Open House – August 14th 6pm-7pm</p>	<p>16th of August Open House Back to School BBQ</p> <p>Calendar must show at least: 910 hours for K-6 and/or 1001 hours for 7-12 open for instruction from first to last days of school with min. of 182 days. Equivalent of 2 days may be P/T Conf. and Equivalent of 2 days may be Professional Development and included in Total Instruction Hours.</p> <p>Calendar must include 5 days/week.</p>	<p>Total Instructional Hours = 1100.85 (Add 4 Quarters) P/T Conference Hours = 12.30 (Included in Total hours above) Prof. Development Hours= 12.30 (Included in Total hours above) Daily Start Time: _8:00_ AM Daily End Time: _3:05_ PM (Information to be used on the OCSAA Annual Verification of Standards Report)</p>
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Students and Parents,

Welcome back to St. Mary's Catholic School and to the 2019-2020 school year. It is our privilege to work with all of you this year. As always, it is our goal to provide a safe and rewarding learning environment for all of our students. Elementary school is extremely important in the educational, social, and emotional development of your child. The success that your he/she experiences will hinge greatly on the cooperation between your child, his/her teacher, you as a parent and me. We encourage you to be active members of your child's educational process and we believe it is a vital part of his/her education.

To that end, please review the handbook with your child. Highlight policies and procedures that help regulate all of our school activities. Keep a copy of the handbook throughout the year; it will be an important resource for answer to many questions.

If at anytime during the year, you have questions or concerns, please feel free to contact me at 419-943-2801. It is my hope that by working together, we create a positive and safe learning environment for all St. Mary's Catholic School students.

God Bless,

Michelle L. Knippen, Principal
St. Mary's Catholic School

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Mission Statement

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 principles, St. Mary's Catholic School recruits and admits students of any gender, race, color or ethnic origin to all the rights, privileges, 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

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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.

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. There is a registration fee that is non refundable.

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 December 30th of the current school year to enroll for that school year.

Fees are \$2000/year = \$200 per month for 10 months

All entering students must have a copy of their birth certificate, social security card and immunization record. Catholic students who were baptized at a parish other than St. Mary's need to have a copy of the baptismal certificate on file.

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

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- 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 school office (419-943-2801) before 8:10 a.m.

School Calendar

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 and 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

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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.

Specific Dress Code Requirements:

Shirt/Blouse



Polo Shirt - Any color collared, polo shirt.

Religious Shirt - Shirt, Blouse, Sweatshirt, $\frac{3}{4}$ sleeve, long sleeve. NO Spaghetti strap blouses are **not to be worn. Blouses need to have straps that are at least the width of a credit card and no "undergarments" should be visible under the arms.**

St. Mary's Shirt, Blouse, Sweatshirt, $\frac{3}{4}$ sleeve, long sleeve. NO Spaghetti strap blouses are **not to be worn. Blouses need to have straps that are at least the width of a credit card and no "undergarments" should be visible under the arms.**

Pants and Shorts Code- Dress pants, shorts, capri's, any solid color, Khaki, Blue, Black and/or Jeans.. If jeans are worn, their appropriateness will be evaluated in the same way dress pants will

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be checked: 1) they are a solid color, 2) the waist band is on the waist, not the hips, 3) the jeans do not have any type of holes in them, and 4) the pants are not tight fitting or dragging on the floor. Lined or unlined mesh pants and shirts are not included in our dress code.

NO LEGGINGS, JOGGING PANTS, SWEATPANTS, MESH PANTS, BASKETBALL SHORTS ARE PERMITTED FOR ANY GRADE LEVEL

Shorts must be finger tipped in length or longer. Shorts are permitted from April 15th thru October 15th

Shoes- Tennis shoes may be worn at any time. A good gym shoe and socks are necessary for gym classes. Socks (and/or tights/hosiery for girls) are to be worn with shoes. Sandals and shoes must have a back or heel strap. Stacked heels and shoes with wheels are not permitted.

Dress Code for Mass- Dress shoes and pants (not shorts) or other dress clothes are recommended when students serve, read, lead petitions or are part of a procession during Mass. They may change after Mass.

Hair-Hair should be well groomed, clean, and should not interfere with vision. Ladies may wear hair jewelry such as headbands or barrettes as long as they are conservative. Gentlemen's hair should be no longer than one inch above the collar. Fad hairstyles, distracting hairstyles or unnatural hair color will not be permitted for anyone. The principal will have discretion in determining whether or not a hairstyle is considered distracting.

Cosmetics

Cosmetics, hairspray, and body spray are not to be brought to school. Only middle school ladies are permitted to wear light makeup, and only if it is applied before coming to school. Excessive make-up will not be permitted.

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 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. Please note NO pop, juice, gatorade will be allowed. Water only please!

Snacks/Drinks

Smart snacks in school

Any food sold in schools must:

- **Be a “whole grain-rich” grain product; or**
- **Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or**
- **Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or**
- **Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).***

NO pop, gatorade, juice are permitted for snacks.

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

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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

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.

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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 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

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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 Slip needs to be filled out at the beginning of the school year.

Mass

The Pre-Kindergarten students will be attending Mass weekly.

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 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.

COMMUNICATIONS

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Family newsletters and other important communications are sent home via email. Newsletter can also be found at ls.noacsc.org.

Some weeks a plastic envelope will come home. Please be very careful to read all communications from the school. The plastic envelopes are to be returned the next school day.

If a non-custodial parent wishes copies of the plastic envelope contents and copies of report cards to be mailed, that parent will need to notify the school office of such request.

Individual classroom teachers communicate on a regular basis with parents. Parents should be aware of the days and the methods used by the teacher - i.e., classroom newsletters, homework, messages, etc. – that are sent home regularly.

If a student or parent is having a problem with a teacher, the parents should go directly to the teacher before going to the principal or the pastor.

Remind - Please sign up for Remind. This is a great way to receive text messages about important messages from the school.

CONFIDENTIALITY

All persons can expect confidentiality from school personnel as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Anything that is written down and handed in by students will also be subject to the above criteria.

CONTACTING TEACHERS

If at any time a teacher needs to be contacted, please call the school office. The teacher will return your call as soon as possible. Please do not stop by a teacher's room during the school day, as that is valuable instruction time for all students. Please do not call teachers at home unless the teacher has indicated that this is acceptable. At the beginning of each year, each teacher will relate his/her preferred method of communication. Teachers may have obligations

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after school and are not always available, so it would be best to call ahead of time to schedule an appointment.

VISITORS TO THE BUILDING

All visitors, regardless of purpose, are asked to sign in at the office and receive a visitor's pass. All visitors will be admitted through the east door on St. Marys Street.

Parent Volunteers

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). All requirements must be completed 5 days to volunteering at St. Mary's school.

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.

Parents are always encouraged to volunteer. This can be in the classroom, at special events and/or as a chaperone on a field trip. When acting as a volunteer you are a representative of our school. Please remember that any pictures you take while volunteering, should they include children not your own, may not be used for public display, i.e. Facebook, Instagram, etc. in order to protect the privacy of our students.

Fire, Tornado and School Safety Drills

Fire drills are conducted once a month to familiarize students with the procedures to follow in case of an emergency. Tornado drills are conducted according to prescribed plans in preparation for severe storms or tornado warnings. A school lockdown drill will also be conducted at least once a year in compliance with the law.

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

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St. Mary's School has adopted a detailed safety plan for school emergencies. There are specific procedures in place for dealing with different types of crisis situations, including shelter-in-place, lockdown, evacuation, etc.

If a "Lockdown" occurs during school hours, access to the building and parking lot will be restricted until the "Lockdown" is over.

CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is no court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

In the case of a divorce, the custodial parent of a student is required to supply a copy of current custody papers to the school office. Unless otherwise stated by court documents, either parent will have access to the student(s). Never married parents should also have custody documents on file, as needed.

Unless otherwise noted through official court documents, the school will release a child to a non-custodial parent.

Child Abuse

School personnel are required by law to report any evidence of child abuse or neglect to Putnam County Job and Family Services. The school is required to and will cooperate 100% with law enforcement officials.

FUNDRAISING

Tuition and parish subsidy are the basic sources of income for the operation of St. Mary's School. Fundraising is used as means of supplementing these basic sources. Our basic fundraisers are:

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- KASH for KIDS – Through this program a percentage of your regular purchases from local businesses, as well as some in the larger cities near Leipsic, go directly to St. Mary's School. Parents and other parishioners place an order for gift cards or certificates either through the school or at church during the designated weekends.
- 300 Plus Club
- P.T.O. sponsored activities such as the Secret Santa Shop, Pizza Days, Bake Sales, etc.
- Harvest Breakfast – held on the 2nd Sunday in November – organized by the School Advisory Council
- Springfest – held sometime after Christmas in March – organized by the School Advisory Council and P.T.O.
- Christmas wreath sale in the fall, Plant Sale in the Spring
- Shoparoo
- Car Raffle
- Box Tops
- Ink Cartridges
- Bread bags
- Other big events as deemed necessary by the School Advisory Council

PRAYER

As a school community we begin and end our day with prayer. Each teacher also leads his/her students in classroom prayers throughout the day. A variety of prayer experiences are provided at the different grade levels, for the different seasons of the church year and for special occasions. Once a year a school-wide retreat day is provided for the students.

SCHOOL PICTURES

School photographs are taken early in the school year and again in the spring. All students have pictures taken in the fall for the school files. The exact dates and needed information are announced in a timely manner in the weekly newsletter

Unless you advise the principal to the contrary in writing, St. Mary's School will assume that we may use your child's photograph in school publications and in the local newspapers.

Teacher Background Information

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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.

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Policy Agreement

I have read the Pre-Kindergarten 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: _____

Please return this form to the office.

God Bless.

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(A) The director and staff shall be recruited, employed, assigned, evaluated, and provided inservice education in accordance with adopted board policies and without discrimination on the basis of age, color, national origin, race, sex, or handicap. (B) The preschool staff member assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements as prescribed in division (B) of section 3301.54 of the Revised Code. (C) Staff members, non-teaching employees, and volunteers shall annually sign a non-guilty/nonconviction statement on a prescribed form. (D) Each director and preschool staff member shall be examined by a licensed physician, physician's assistant, advanced practice nurse, or certified nurse practitioner within twelve months prior to the first day of employment. An employee medical statement shall be on file and be available for review by the department. (E) Each preschool staff member shall be at least eighteen years of age and have a high school diploma or a certification of high school equivalency issued by the state board of education or a comparable agency. A staff member may be less than eighteen years of age if: (1) The staff member is a graduate of a two-year career-technical center child care training program approved by the state board of education. (2) The staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career technical center child care training program teacher/coordinator in the student's high school. (F) The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or licensure pursuant to Chapter 3301-24 of the Administrative Code, and qualifications, respectively. The director and/or head teacher acting as the director shall be onsite at the preschool program at least half of the program's operating hours. (G) The director of each preschool program shall be responsible for the following: (1) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following: (a) Requiring immunizations and compliance with emergency medical authorization requirements under section 3313.712 of the Revised Code; (b) Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals; (c) Posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents; (d) Posting emergency numbers by each telephone; (e) Supervising grounds, play areas, and other facilities when scheduled for use by children; and (f) Providing first-aid facilities and materials. (2) Maintaining cumulative records for each child; (3) Supervising each child's admission, placement, and withdrawal according to established procedures; (4) Preparing a roster of children enrolled annually; (5) Ensuring that clerical and custodial services are provided for the program; (6) Supervising the

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instructional program and daily operation of the program; and (7) Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees. (H) The director of the preschool program shall meet one of the following: (1) A director in a preschool program operated by a public school shall hold either: (a) A valid pre-kindergarten teaching certificate, pre-kindergarten endorsement or pre-kindergarten associate license issued under section 3301.50 of the Revised Code. (b) A valid educator license (teacher, administrator, or pupil services) issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development or early childhood education from an accredited college, university, or technical college. (c) A valid principal license for grades pre-kindergarten through grade six pursuant to rule 3301-24-05 of the Administrative Code; or (d) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code. (e) If employed prior to July 1, 1988, a valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code. (2) A director of a preschool special education program operated by a public school or a county board of DD shall hold one of the following: 11 (a) A valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped; (b) A valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped; (c) A valid early childhood intervention specialist license; or (d) Meet the requirements of paragraph (I)(1)(b) or (I)(1)(c) of this rule. (3) A director employed to direct a program operated by an eligible, nontax-supported, nonpublic school shall be considered to meet the requirements of this rule if they hold a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code. (4) A head teacher who meets educator licensure requirements as a director may be designated the director for purposes of this chapter. (I) Each class/group in a preschool program shall have assigned a head teacher in accordance with the following: (1) Publicly funded programs shall meet the staff criteria established in section 3301.311 of the Revised Code or be highly rated in Ohio's tiered quality rating and improvement system developed under section 5140.30 of the Revised Code; (2) Preschool programs operated by public schools shall have a head teacher for each class/group of children enrolled that meets one of the following: (a) Valid prekindergarten teaching certificate issued under section 3301.50 of the Revised Code; or (b) Valid prekindergarten associate license issued under section 3301.51 of the Revised Code; or (c) Valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development in early childhood education from an accredited college, university, or technical college; or (d) A bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty quarter or twenty semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children; or (e) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code. (3) Preschool special education programs operated by a public school or a county board of DD shall have a head teacher who holds one of the following educator credentials issued in accordance with Chapter 3301-24 of the Administrative Code or former rules of the state board of education and laws of Ohio: 12 (a) A valid intervention specialist

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license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped; (b) A valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped; or (c) A valid early childhood intervention specialist license. (d) A valid intervention specialist license that is valid for teaching visually impaired or hearing impaired, if the children are visually or hearing impaired ; (e) A valid supplemental teaching license in the area of pre-kindergarten special needs, early childhood intervention specialist, or intervention specialist in the areas of visually impaired or hearing impaired, if the children are visually impaired or hearing impaired. (4) A preschool program operated by an eligible nontax-supported, nonpublic school, shall have a head teacher who is at least eighteen years of age who has a high school diploma or certification of high school equivalency issued by the state board of education or comparable agency or holds a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code.