



**St. Joseph**  
**CONSOLIDATED SCHOOL**

# **PRESCHOOL HANDBOOK**

*Revised August, 2022*

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## **INTRODUCTION**

The St. Joseph Consolidated Catholic School Preschool Handbook is a guide for parents and guardians who are enrolled at St. Joseph Consolidated School Preschool.

This handbook contains both policies and guidelines to help parents and students understand the operational procedures of the school. All school guidelines may not be contained in this handbook.

This handbook constitutes an agreement among school, parent, and child. Please review this handbook with your child. If you have any questions, please contact the school office at 513-863-8758. Once you have reviewed the handbook, please return to school with the signature portion completed.

### **2025-2026 St. Joseph Preschool Education Staff**

#### **Office**

Whitney Schappacher, Principal

[wschappacher@sjcshamilton.org](mailto:wschappacher@sjcshamilton.org)

Alpha Harding, Preschool Director

[aharding@sjcshamilton.org](mailto:aharding@sjcshamilton.org)

Theresa Stenger, SJCS Administrative Assistant

[tstenger@sjcshamilton.org](mailto:tstenger@sjcshamilton.org)

#### **Teachers**

Brittany Saurber, Lead Teacher

[bsaurber@sjcshamilton.org](mailto:bsaurber@sjcshamilton.org)

Please feel free to contact any of our staff for questions or concerns. We will be glad to assist you with any concerns or needs.

*Our preschool program is designed for children to attend for two years. If a child is three by August 1st and potty trained the child will come 2 half days (Tuesday/Thursday). For the second year of our program, if your child is four by August 1st, a parent may choose either the 3 (MWF) or 5 full day option (M-F). Once children complete their second year, a Kindergarten recommendation will be based on the information from the Kindergarten assessment team and teacher recommendation as well as the age designation qualification (age 5 by Aug 1, 2026 )*

## **MISSION STATEMENT**

Proudly and purposefully serving a diverse community in the greater Hamilton, Ohio area, St. Joseph Consolidated School is committed to the spiritual, intellectual, physical, and emotional growth of each student. We strive to educate the whole child with emphasis on developing Christian character and Catholic values. In the spirit of St. Joseph, our patron, we seek to prepare each student to confidently meet the challenges of the future and live out the Gospel message in service of the Church, our surrounding communities, and the world.

## **PHILOSOPHY & GOALS**

At St. Joseph Consolidated School, we:

- Strive to educate the whole child by promoting the spiritual, moral, physical, and intellectual and social/emotional development of each student in a value-centered environment;
- Challenge the unique, individual abilities of each student in such a manner as to enhance self-worth and to attain academic excellence
- Seek to motivate students to live as part of a believing community which works to serve the needs of society; to foster love of life, love of family, and love of country; to enable students to embrace the plurality of cultures and creeds; and to respect and revere this plurality as a wonder of God.
- Are committed to caring leadership, competent teaching, and cooperative endeavors with parents.
- Address the needs, interests, and abilities of each child through quiet and active play.

## **PROGRAM GOALS**

The primary goal of the St. Joseph Preschool is to encourage a love of learning and a love of God from an early age. We want to guide students to become confident and prepared to enter kindergarten by providing a safe and nurturing environment that offers opportunities for growth in the areas of social, emotional, academic, physical and spiritual development. Promoting an environment which promotes play as a way of learning is the cornerstone of our preschool program.

## **ADMISSION POLICY**

As stated in the policies of the Archdiocese of Cincinnati (302.02), no student may be excluded from a Catholic school solely because of race, color, national origin, ancestry or sexual orientation. However, since our schools do not have educational facilities to meet the special instructional or psychological needs of all students, after review and subsequent determination by the Principal, such students shall not be admitted unless special arrangements have been made between the parents and the Principal. Students admitted to St. Joseph Consolidated Preschool should give some promise of being capable of successfully completing the

educational program offered by the school.

## **APPLICATION FOR REGISTRATION**

Applications for Registration to preschool may be submitted to the school office after January 1. All applications for registration will be reviewed and processed according to the following protocol:

1. Tier I- Current SJCS students and their siblings
2. Tier II- New students from St. Aloysius and St. Joseph Parish
3. Tier III- All other new applicants who are members in good standing of other area Catholic parishes.
4. Tier IV- All other new applicants.

Each year, on or before February 15, after processing of applications received up to that time, families will be sent a Notification of Acceptance to Preschool along with Enrollment Agreement forms. Waiting List Status letters will be mailed to families if there is a need to place a child on a waiting list. The enrollment process is complete when the signed Enrollment Agreement Form is received in the school office. After February 15, applications for registration will be processed as received according to the above protocol until all openings have been filled.

## **ADMISSION GUIDELINES**

- For enrollment in our **Preschool (2 half days)** class, the child must be **3 years old** on or before August 1 of the entry year.
- For enrollment in our **Pre-Kindergarten (3 full days or 5 full days)** class, the child must be **4 or 5 years old** on or before August 1 of the entry year. Students who register should be entering Kindergarten, 5 years old on or before August 1, the following school year.
- All children enrolled in the Preschool program must be potty trained and capable of independently taking care of their toileting needs.
- Emergency transportation authorization, emergency contact information, and record of immunizations must be received on or before the first day of classes. The Physician signed Physical form no later than 30 days after entry.

## **CURRICULUM & ASSESSMENT**

Informal and formal assessment is ongoing and critical to creating a developmentally appropriate learning environment for all students. Observation and documentation of a student's interactions play an integral part in lesson planning and curriculum decisions.

Assessment and Screening occurs throughout the year through our TS Gold Assessment and The Ages and Stages Questionnaire (ASQ-3). This assessment is provided to you to gain information

on your child's development. A questionnaire will be sent home for you to complete with your child. Based on the provided information, a report will be given to you outlining your child's strengths and weaknesses. The information provided will also allow collaboration with your pediatrician or any other support services if you choose to share these results with your healthcare provider.

The Creative Curriculum for Preschool promotes children's development and learning in all essential areas, through opportunities for hands-on, project based investigations that encourage exploration and discovery. We believe The Creative Curriculum helps children develop their creativity, confidence and critical thinking skills.

## DAYS AND HOURS OF OPERATION

St. Joseph Preschool is open Monday-Friday from 7:20 AM until 2:15 PM. Parents shall have unlimited access to our program during the hours of operation for the purpose of contacting their child or to evaluate the school's program. **Upon entering the premises, all visitors shall stop at the school office to sign in.** Parents must sign in before coming down to the Preschool Classroom, per SJCS safety guidelines. Once signed in, parents are welcome in the Preschool classroom. Children are admitted to St. Joseph School regardless of race, color, creed, sex, national origin, religion, or disability in accordance of ADA act of 1990.

**St. Joseph Preschool will follow the St Joseph Consolidated School Calendar.**  
**You can find the school calendar on the school website at [sjcshamilton.org](http://sjcshamilton.org)**

## TUITION AND FEES POLICY 2025-2026

### Half Day Program

**Drop Off 7:20 (School drop off line)**

**Pick Up 11:00 (School pick up line)**

### Full Day Program

**Drop Off after 7:10 School starts at 7:30 (School drop off line)**

**Pick Up 2:10 School Auditorium (Parent Walk In, No pick up line)**

Program	Age	Hours	Tuition
<b>Early Preschool</b>	<b>3</b> on or before August 1		
1/2 Day	2-Day (Tues. and Thurs.)	7:30 a.m. - 11:00 a.m.	\$1270.00
<b>Preschool/Pre-K</b>	<b>4-5</b> on or before August 30		
Full Day	3-Day (Mon., Wed.and Fri.)	7:30 a.m. - 2:10 p.m.	\$3790.40
<b>Preschool/Pre-K</b>	<b>4-5</b> on or before August 30		
Full-Day	5-Day (Mon. - Fri.)	7:30 a.m. - 2:10 p.m.	\$6315.00

*(One Time Registration Fee – \$100.00)*

***\*Preschool tuition is on a 10 month payment plan.***

**Student Snack Fee is included in class fees.**

## Program Schedule of Activities

7:20-7:30	Arrival
7:30-7:50	Hang backpack and belongings, collect folders, wash hands, meet and greet each other, All school pledge and prayer.
7:50-8:00	Snack Time
8:00-8:30	Large Group Carpet (Morning Meeting)
8:30-9:30	Handwashing and Center Time, bathroom break
9:45-10:15	Outdoor Choice Time
10:15-10:30	Literacy Time: Small Groups
10:30-10:45	Story time and Music/Movement
10:45-11:00	Half Day Students Dismissed (Tuesday/Thursday ONLY)
11:00-11:30	Handwashing, Lunch
11:30-11:45	Restroom break, handwashing, nap set up
12:00-1:15	Rest Time/Quiet Activity
1:15-1:30	Limited Choice Time/Tabletop Activity
1:30-1:45	Outdoor Choice Time
1:45-2:00	Handwashing, Pack up Belongings
2:00-2:20	Dismissal

### ATTENDANCE

Regular school attendance by the student is essential for proper student development. Excessive absences by a student may cause serious school problems; therefore, regular

attendance is of prime importance. It is the responsibility of the parents or guardians to ensure that their children attend school.

If your child needs to be absent from school, please notify the office by 8:15 a.m. If the school office is not notified, the school will call the parent to check on the student. This call-in procedure allows for the greatest safety of our students. Students should not return to school after an illness, until they have been symptom-free for 24 hours.

A written excuse may be required by the school on occasion. If a written excuse is required, it should contain the student's name, date(s) of absence, reason for the absence (if illness, please specify the type of illness), and the parent's signature. If special arrangements are needed because of a long-term absence, the school Principal must be contacted.

## **ARRIVAL & DEPARTURE**

In order to secure the safety of our children during morning drop off and afternoon pickup times, the following procedures are in place. If a child is not both 4 years old and 40 pounds, they are required to ride in an approved car seat for their age and weight. Children under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9 or taller. We encourage parents to become familiar with these standards. Additional information can be found at the Ohio Department of Health website. Please practice buckling your child's seat belt in their carseat. If the car seat is difficult to reach or you have multiple children to load, we may ask you to pull forward to buckle your child in so that the line continues to progress. If the car in front of you has not been unloaded/loaded, please be patient and wait until it is unloaded/loaded and pulls away from school. Going around a car could cause an incident and we want to ensure the safety of all our students. St. Joseph staff will not load or unload students in the case of lightning. **Bussing may be provided to your student if the public school district your child resides in provides transportation. It is imperative for the parent to communicate to the preschool if the parent will be using public transportation through the home district of the child.**

### **Morning Drop Off - 7:10-7:20**

All cars dropping off preschoolers, must use the S.Second street gate. Please pull into the 2nd street gate and follow the line of cars around the parking lot. Children will be unloaded from your car in this line. ***It is imperative to NOT get out of your car to unload your child. Parents must remain in the vehicle at all times in this line. Please sit the youngest child on the right rear side of your vehicle, so your child may be unloaded from your vehicle by staff. Please use the inner right lane to prevent your child from needing to cross traffic.*** All other children must be able to unbuckle and open their door independently to exit the car. We ask that you follow these safety procedures when dropping off your preschooler to expedite the drop off line and keep your child safe!

***Do not park your car on Hanover Street as this is bus lane parking only.***

Mr. Hicks, Mrs. Zboril, and Mrs. Harding will unload children in the morning and escort them to

the classroom, wash hands, and sit at the table to begin morning work.

Please be mindful of drop off and pick up etiquette. It is best to arrive on time and not use this time to conference with the teachers. We want to keep the line moving and traffic flowing!

**Half-Day Pickup 11:00 \*\*This procedure is effective as of 8/20/2020**

Half-day students being dismissed at 11:00 will be dismissed from Hanover Street. ***Please pull up along the side of the building on Hanover Street and remain in your car.*** There will be a sign posted at the preschool loading location. A preschool staff member will load your child to your vehicle at this entrance. If possible, we prefer to load your child to the right rear side of your vehicle. A sign will be provided to place on your vehicle dashboard. Please make sure this sign is visible as we will need to view this sign to load your child to your vehicle. If you are not picking up your child on a specific day, please give your sign to the vehicle picking up your child. If the pickup arrangement has changed for a specific day, please call the school office or notify a staff member to ensure the safety of your child.

**Afternoon Pickup - 2:00 - 2:10: Once parents are parked in the parking lot, coming through the Hanover Street entrance and pulled up to the front spots, child's name will be called. The teacher will bring up the child and another staff member will walk them safely to your car. Please buckle your child when they enter your car. Since this is a crowded and busy pick up time, we will not be able to buckle your child. This procedure helps us to keep the line moving and traffic flowing.**

Thank you for ensuring the safety of all of our students!

## **RESTROOM GUIDELINES**

Students enrolled in Preschool are to be fully potty trained and capable of handling all of their own toileting needs independently. If an accident should occur, the staff will assist the child with cleaning up and provide clean underwear and clothes. There is a dedicated restroom attached to the classroom and the students will be provided with restroom breaks throughout the session.

Children should bring a change of clothes with them to school every day in case there is an accident; the child can be changed into new, dry clothes. Please label a Ziploc type bag with your child's name and a change of clothes placed inside. We will leave this change of clothes at school each day. Please remember to change the clothes in this bag with the seasons!

## **BIRTHDAYS AND HOLIDAY PARTIES**

Birthday celebrations are permitted and encouraged to be celebrated in Preschool. When it is time to celebrate your child's birthday, you may send in any treat that they would like to share along with juice boxes/pouches or water. **The treat can be whatever your child likes best, however the juice must be 100% juice.**

***Due to state licensing guidelines, all snacks and birthday treats MUST BE STORE BOUGHT.***

Holiday parties celebrated are Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day and Easter. Parents will have the opportunity to sign up to send in a selected item. These sign ups will be available at the Parent Orientation. Parents are encouraged to volunteer for class parties. Please remember to stop at the school office to sign in if you plan on coming to the party. Class parties will consist of snack time and read-aloud. Typically, our class will complete holiday related activities throughout the "season", as to not overwhelm children with holiday related activity and copious amounts of snacks on the actual holiday. **The class party will typically begin at approximately 9:45 am if the holiday party falls on a Tuesday or Thursday and 1:15 pm if the holiday party falls on a Monday, Wednesday or Friday.**

## **CHANGE OF ADDRESS**

Please notify the office regularly throughout the school year of any information that has been changed/updated. It is important to keep the most accurate records possible. Important information that is needed by the school office is the following: new home address, new work/cell phone numbers, new e-mail address information, and any new information that needs to be updated related to emergency contacts.

## **CLOSINGS/DELAYS**

St. Joseph Consolidated School follows Hamilton City Schools in regards to closings and delays

due to inclement weather.

## **Delays**

**If there is a school delay due to inclement conditions, there will be no morning preschool for part-time students.** St. Joseph Consolidated School follows Hamilton City Schools in regards to closings and delays. Full-Day students follow the same schedule as St. Joseph Consolidated School students, please look for details pertaining to delays and follow as instructed.

Notifications will be the following:

FACTS (Parent Notification System) will message all parents/guardians with via phone, text, or email. Closing or Delay will also be posted on Channel 12.

## **CLOTHING**

St. Joseph Consolidated School does not require Preschool students to wear uniforms. Please dress your child in clothes and shoes suitable for play and comfortable to wear. Even though we use only “washable” art supplies, we cannot ensure students will not get preschool supplies on their clothes. Preschool is not the place for a child’s best clothing. Students go outside most days, unless it is raining, snowing or bitterly cold. It is imperative that the children have outerwear appropriate for the season.

In addition, it is highly recommended that you send your child to school in tennis shoes or other durable play shoes. Sandals, flip flops and crocs can be a safety issue during gross motor play. **IT IS EXTREMELY IMPORTANT THAT YOU PUT YOUR CHILD’S NAME ON ALL COATS, JACKETS, BOOTS, MITTENS, ETC.** When the students leave the classroom for outdoor play, often times the children cannot distinguish their things from others that are very similar. It also helps identify items that are misplaced or left at school.

## **CONCERNS/PROBLEMS**

The following policy was developed to clarify methods of problem-solving involving students, parents, teachers and school authorities. The method described below is to ensure the quality of education and discipline at St. Joseph Consolidated School occurs throughout the school day.

These are the progressive steps used in handling any problem or complaint involving a student and teacher. If parents are not satisfied with the resolution to the situation, they may proceed to the next level.

1. Set up a meeting with the teacher.
2. Call and discuss the situation with the Principal. (The parents, teacher, and/or Principal may recommend a meeting.)
3. Call and discuss with St. Joseph Pastor, Fr. Hoffman.
4. Contact the Deputy Superintendent of Schools assigned as liaison to St. Joseph Consolidated.
5. Contact the Archdiocese of Cincinnati Superintendent of Schools.

6. Contact the Ohio Department of Education Office of Early Learning and School Readiness at 877-644-6338.

St. Joseph Consolidated's School Board will only be involved if the situation or issue is in regard to a specific school policy. If this is the case, the President of the School Board will be contacted. The discussion of the policy in question, will be discussed at the next School Board meeting. This step would occur after step 3, but before step 4.

## **CONFERENCES**

Mandatory Parent-Teacher Conferences are held in the fall (usually the first week of November). Optional Parent-Teacher Conferences are held in the spring (usually in March). Informal conferences are scheduled on an as-needed basis.

Conferences will be by phone, email or in person as parent schedules allow. There will be a modified/no class schedule during February conferences in order to accommodate all families. Parents are welcome and encouraged to communicate with staff for any concerns or issues.

## **CUMULATIVE RECORDS**

The cumulative record includes the following student information: Name, Date of Birth, Address, Telephone Number. Parent Information included on the cumulative record is the following: Names, Addresses, Telephone Numbers of one/both parents, and Child Release Information.

## **CUSTODY**

It is the sole responsibility of the parents to inform the school office of any changes in marital status. When a child's parents are divorced or someone other than the parents are legal guardians, a copy of the custody arrangements, as detailed in the court document, must be provided prior to the beginning of school. If there are any special arrangements concerning persons to whom a child may and may not be released, the residential parent/guardian should provide that information on the appropriate form. In cases of shared custody, the teacher should be informed of when the child will be with each parent.

### **A. CUSTODIAL PARENT**

Only the custodial parent's signature or verbal contract is accepted. Non-custodial parents may request copies of "paperwork" from the school. The non-custodial parent must submit this request in writing to the school. The school then must notify the custodial parent of the request. If the custodial parent does not produce documents to the contrary within a two-week

period, the request of the non-custodial parent will be honored. The school reserves the right to charge the non-custodial for printing/postage if applicable.

In the event of a request from a non-custodial parent for conference, it is suggested that the non-custodial parent be required to make arrangements with the custodial parent to attend the scheduled conference. It is not the responsibility of the school to schedule dual conferences. The school's primary responsibility is the safety and well-being of the child. Requests for school visits and/or observations by non-custodial parents may be refused.

The written permission of the custodial parent shall always be required before releasing a child to the non-custodial parent.

## **B. SHARED PARENTING**

In cases of Shared Parenting, the school will work with both parents in the best interest of the child/children. Both parents will receive copies of the weekly bulletin and other information or have access to it via the web. Both parties will receive copies of Interims and Report Cards. In scheduling conferences, we prefer for both parents to attend one conference, however, other arrangements may be made if requested. Both parents' signatures will be accepted on school forms or class packets. Step-parent signatures will not be accepted unless all parties agree.

## **BEHAVIOR MANAGEMENT POLICY**

A child's unacceptable behavior will be addressed (in conformity with State Law) using developmentally appropriate techniques suitable for the child's age and circumstances of the situation; such as redirection and reinforcing limits. If unacceptable behavior continues for an extended period of time and does not improve using these methods, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for

improving behavior.

- The child's teacher\* is responsible for guiding behavior. Misbehavior will be addressed using developmentally appropriate techniques suitable for the child's age and the circumstances of the situation.
- If the circumstances require separation from the group/activity, the child will sit on a chair within the room, in view of the teacher but apart from the general activities, for no longer than five minutes.
- A child will never be abused, neglected, humiliated, physically harmed, frightened, locked or confined in an enclosed area, or put in physical restraints.
- No child will be delegated to discipline another child and an entire group will never be punished for the misbehavior of one or a few children.
- Children will not be subjected to profane language, verbal abuse or derogatory or sarcastic remarks about them or their families.
- No child will be punished for refusing to eat or for toileting accidents.
- When unacceptable behavior continues for a period of time and does not improve when the above methods are used, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for improving behavior.
- Unacceptable behavior that does not respond to any reasonable methods for behavior modification will necessitate removal of the child from the school. In instances of removal initiated by the school, any advance payment of tuition will be refunded.

\*At the teacher's direction, the assistant teacher may monitor a child's activity/situation or may supervise the activities of a group while the teacher is involved with one child or another group of children.

## **HEALTH AND SAFETY - GUIDELINES**

- No child will ever be left alone or unsupervised. If an emergency arises that will cause the child to be picked up late or to be picked up by someone other than the parent, please call the school immediately so that appropriate arrangements can be made. No child will be released to anyone other than those authorized by the custodial parent/guardian. Those picking up children should be prepared to show identification to the teacher. Please do not leave younger siblings/friends unattended in your vehicle.
- In the event that a student becomes ill during the school day, the parent will be notified. If a child is to go home, the parent or guardian must pick up the child in the school office.

- The Preschool teacher has been trained in medical and dental first aid. A first aid kit is carried on all field trips. A Complete first aid kit is available in the classroom.
- If situations that could possibly threaten the safety of the children/staff occur, i.e., environmental situations, threats of violence, fire, tornado, loss of power, etc., the staff would assess the situation and provide the necessary action to assure everyone's safety.
- For emergency messages from the school, it is of the utmost importance if your home address, email address, or phone number changes during the course of the year that you notify the teacher/administrator immediately.
- Fire drills will be held to familiarize the children with access routes.
- Safe areas for weather alerts are marked on a chart on the wall of each classroom.
- Child care staff are required by Ohio State Law to report any suspicions of child abuse and/or neglect. Such reports are made to the Children's Services Board, the County Department of Welfare or municipal or county public office located in the county where the abuse occurred. Parental notification of a report being filed is not required.
- It is the policy of the school that pets or other animals may not be brought into the areas of the building used by the children without prior authorization.

## **MEDICATION POLICY**

### **A. PRESCRIPTION AND NON PRESCRIPTION MEDICATION**

1. ALL medications should be sent to the Principal's office immediately upon arrival at school.
2. NO student may have prescription or non-prescription medicine in his/her possession at any time during the school day. This includes cough drops or aspirins.
3. The Principal must receive a written doctor's request so that any prescription or non-prescription medication can be administered to a student. The request must include:
  - a. The parent or guardian's signature.
  - b. The students name
  - c. The name of the drug and the dosage to be administered.
  - d. The times or intervals at which each dosage is to be given.
  - e. The date administration of the medicine is to start and end.
  - f. A phone number where the prescribing doctor can be reached.
  - g. Any special instructions for administering the drug including storage requirements and sterile conditions.
  - h. The office should receive any prescription drug in its original container as

dispensed by the doctor or pharmacist.

## **IMMUNIZATIONS REQUIRED BY THE OHIO DEPARTMENT OF HEALTH**

Medical record information will be kept in the school office. Students entering preschool will need to have a physician sign off that the child has received the following immunizations as required by the Department of Health for Preschoolers by Section 3313.571 of the Revised Code. Students who do not have all of the immunizations will not be allowed to start in the Preschool program.

The following immunizations needed are:

4 Doses of DTap/DTP/DT (Diphtheria, Tetanus, Pertussis) or any combination

3 Doses of Polio Vaccine (OPV or IPV or any combination of OPV/IPV)

3-4 Doses of Hib (Haemophilus Influenzae Type B). Depends on the age when the child received the first dose. Last dose needs to be administered after 12 months.

1 Dose of MMR (Measle, Mumps, Rubella) administered on or after their first birthday

### **OR**

1 Dose HiB (Haemophilus Influenzae Type B) if given on or after 15 months of age.

3-4 Doses of Hepatitis B. The 2nd dose must be administered at least 28 days after the first dose. The 3rd dose must be given at least 16 weeks after the first dose, and at least 8 weeks after the 2nd dose. The last dose in the series (3rd or 4th dose) must not be administered before 24 weeks.

1 Dose of Varicella administered on or after their 1st birthday.

*St. Joseph Consolidated follows the Ohio Statute 3313.671 of the Revised Code regarding immunization exemptions.*

## **INCIDENT REPORT**

An incident report will be completed and available for the parent/guardian to review when there is:

- An illness, accident or injury requiring first aid treatment.
- A bump or blow to the head.
- A 911 call or emergency transportation to a medical facility.
- An unusual or unexpected event which could jeopardize the safety of the children or staff.

Parents/guardians will receive one copy of the report and the other copy, containing the parent/guardian's signature, will be placed in the child's file.

## MANAGEMENT OF COMMUNICABLE DISEASE POLICY

**\*\*Effective 8/20/20 If you suspect your child is not feeling well or exhibits any symptoms of COVID 19 or any other illness, please keep your child home. We are counting on our parents to help keep our classroom healthy. This is vital to the preschool staying open and not spreading illness.**

- All staff persons are trained in appropriate hand washing and disinfecting procedures. Children and staff are required to wash their hands when they enter the classroom, before snack, and after being on the playground. This is extremely helpful in limiting the spread of diseases to and from school, and parents/guardians are encouraged to continue frequent hand washing at home.
- If a child/staff member is ill, they should not come to school or any school related events (i.e. field trips, parties, etc). Administration of a fever reducer may make the child feel better, but it will not protect others from a contagious illness and will only serve to continue the spread of diseases.
- Those who have been ill should be free of contagious symptoms, including any fever, for at least 24 hours before returning to school. In cases of diseases where a rash may remain after the communicable or contagious period, a statement signed by a physician verifying the appropriateness of his/her return to school should be given to the administrator.
- If a child/staff member is diagnosed with a communicable disease, please notify the administrator so that others can be made aware of signs and symptoms of the illness. Notifications of communicable diseases will be posted outside of the classroom and on the parent information board.
- All teachers are trained in recognition, management, and prevention of communicable diseases. The teacher will observe the children as they enter the classroom and throughout the day for signs and symptoms of illness. They may include any of the following: severe coughing, difficult or rapid breathing, vomiting or diarrhea, yellowish skin or eyes, untreated infected skin patches or unusual spots or rashes, unusually dark urine and/or grey or white stools, stiff neck w/elevated temperature, evidence of untreated lice, scabies or other parasitic infestation; sore throat or difficulty swallowing, redness of the eyes, obvious discharge, matted eyelashes, burning or itching, or any elevated temperature.
- When a child becomes ill at school, the parents/guardians or alternate contacts will be called and asked to pick up the child. If the illness is suspected to be contagious, the child will be removed from the classroom and remain in the care of a staff person until he/she is picked up.
- The school staff will not administer any medication to a child other than those

designated for severe situations, i.e., severe allergies requiring the use of an Epi-pen, etc. When it is necessary for this type of emergency medication to be kept at school, the parents/guardians/physician will be required to complete the appropriate forms.

- Children who have been ill should be free of symptoms, including fever, diarrhea and vomiting for at least 24 hours before returning to school. If your child is prescribed antibiotics, he/she may not return to school until antibiotics have been administered for a full 24 hours.
- Please notify the school when your child will be absent due to illness and identify the type of illness involved so other parents in the class can be made aware of any contagious diseases and signs and symptoms to watch for.
- If a child is at school and appears to be mildly ill, the child will be observed in the classroom and, if needed, in the school office. There will be a cot available in the office if the child needs to lay down or rest. If the child worsens during the school day, the parents will be contacted.

## **SAFETY POLICIES & PLANS**

### **A. General Safety**

- No child will be left unsupervised at any time.
- Upon entering the building, all visitors are required to report to, present identification (if necessary), and sign in at the school office. Exterior doors remain locked throughout the school day.
- Every child will be supervised by a teacher or aide during arrival and dismissal at the designated arrival or departure point.
- Children must have a written note from a parent if they are leaving school with a friend or relative other than the designated parent or carpool person.
- A working telephone, intercom, and/or walkie talkie are available in all classrooms and on the playground at all times.
- A staff member trained in first aid, CPR, child abuse prevention and communicable disease is present at all times.

### **B. Medical Emergencies**

- In the event of a minor illness or injury occurring during class time, the parent/guardian or alternate contact would be notified and, if necessary, asked to come to school to pick up the child. In the event of a similar occurrence on a

field trip, the parent/guardian or alternate contact would be notified to determine what actions he/she wanted the school to take.

- In the event of a serious or life-threatening illness or injury occurring during class time or on a field trip, 911 will be called and, if deemed appropriate by the emergency medical personnel, the child would be transported to a hospital. The parents/guardians would be notified immediately of the action taken, and the administrator or child's teacher would remain with the child until the parents/guardians arrived. If the child's parents could not be reached immediately, the child's physician would be notified of the situation.
- When transported for emergency treatment, the child's health and medical records would accompany him/her to the hospital.

### **C. Dental Emergencies**

- In the case of a baby tooth injury, the child would be comforted and appropriate first aid administered. The child's parent/guardian will be notified for further instructions.
- The school has a tooth preservation kit on site in the event of a tooth injury for a permanent tooth.

### **D. Safety Emergencies**

St. Joseph Consolidated School operates under a State-approved Emergency Operations Plan (a copy may be obtained from the school office) to ensure the safety and well being of all students. All staff members are fully trained each year on the protocols and procedures of this plan. In compliance with State law, staff and students will participate in all required safety drills to prepare them for what to do during an emergency. Student safety is our key priority!

- In the event of an intruder, we follow the ALICE plan which stands for Alert, Lockdown, Inform, Counter, and Evacuate. We conduct 3 drills during the school year to review the correct procedures and protocols related to the ALICE plan.
- In the event of a fire or tornado/tornado warning, the instructions provided in the classroom would be followed. In the case of a fire, the students would be removed from the building. In the event of a tornado, the students would be located in a safe and secure area within the building.
- If loss of power does not jeopardize the safety or well-being of the children or staff, classes would proceed as normal. Cancellation of classes for loss of heat/AC would depend on the weather conditions.
- Loss of water would necessitate cancellation of classes unless the water would be reinstated in one hour or less.

- For environmental issues, the appropriate authorities would be notified for instructions.

## **LICENSING**

St. Joseph Consolidated School is licensed by the Ohio Department of Education and approved by the Archdiocesan Commission on Education. All Preschool staff are licensed by the State of Ohio. A copy of the License and Compliance reports will be posted in the hallway outside the preschool classroom. License reports are posted for your review. Licensing records may be requested from the Ohio Department of Education. The State Laws are available for review, upon request. The Ohio Department of Education conducts an annual review of the St. Joseph Preschool operations for compliance with state regulations. The Department of Education toll-free number is printed on the license, which is located in the hall, available for parents or employees to report a suspected violation by the center. Children's Protective Services local telephone number is 868-0888. All staff are considered mandated reporters and by law are required under section 2151-421 of the revised code, to report their suspicions of child abuse or child neglect.

## **LUNCH**

Full day students may choose to purchase a lunch or pack their lunch while attending the program. A healthy, nutritious lunch should be packed with a drink included. The state guideline for student lunches is described in detail below. Students will store their packed lunch in their cubbies until it is lunch time. We will not be able to accommodate items needing to be refrigerated, please pack lunches with ice packs to keep items safe to consume.

The cafeteria offers hot and nutritious lunches each day for a modest price. Parents should pay ahead for lunches by sending a check to the cafeteria through the school office or they may pay daily. The cafeteria staff will apply any funds to student lunch accounts in Option C. Option C will be helpful in viewing the balance on your child's lunch account. Lunch accounts are prepaid and can not be loaded through Option C. Lunch envelopes will be sent home for parents to enclose a check and send back to school. These envelopes will also be available on the Parent Orientation evening. Menus will be posted weekly outside the classroom door in our Parent Information Area. The menu is also available online at [www.sjcshamilton.org](http://www.sjcshamilton.org) under the Lunch tab on our home page.

St. Joseph Cafeteria Information link listed below for more information.

[https://www.sjcshamilton.org/apps/pages/index.jsp?uREC\\_ID=368823&type=d&pREC\\_ID=908008](https://www.sjcshamilton.org/apps/pages/index.jsp?uREC_ID=368823&type=d&pREC_ID=908008)

In order to remain in compliance with state regulations, we are required to inspect all lunches to ensure that they meet nutritional and safety guidelines. When an item is missing or not prepared safely, St. Joseph Preschool must supplement the child's lunch with the missing item

or correct the safety issue. Although we are happy to supplement an item occasionally, we ask that you assist us in following these guidelines. State guidelines require all lunches to include the following:

- **1 serving of meat/meat alternative**
- **1 serving of bread/grains**
- **2 servings of fruit or vegetables or one of each.**
- **1 serving of fluid milk (white milk only)**

**When packing your child's lunch, please remember to include the following:**

- **Ice pack to keep items fresh**
- **Utensils (spoon, fork etc.)**
- **Napkin**
- **Cup or straw if needed.**

**A few safety guidelines to follow include:**

- **Avoid common foods that can easily choke a child (hot dogs, popcorn, sticky foods, hard candy)**
- **Avoid sharp utensils that can easily injure a child (toothpicks, knives etc.)**
- **Prepare food in small bites (cut grapes in half, cut raw vegetables).**

## **SNACK MENU**

A flexible snack menu of foods provided by the school is posted outside our classroom door. This four week menu will rotate throughout the school year. There are some days that we will have a birthday treat or a special snack to go along with the unit the class is learning. We ask children to wait for everyone to be seated before eating. We also have a short prayer before each meal and snack. Snacks are nutritious and meet state content guidelines. Students are encouraged to play an active role in preparing and distributing the snack to their classmates. As much as we would love to permit homemade snacks and goodies, state licensing prohibits us from doing so. This schedule is subject to change based on availability. Parents will be notified if there are any changes to the schedule. It is vital for parents to communicate any allergies.

Monday: Goldfish Crackers and Milk

Tuesday: Pretzels and Milk

Wednesday: Graham Cracker and Milk

Thursday: Fruit Cup/Applesauce and Milk

Friday: Animal Cracker and Milk

## **RELIGION**

The purpose of religious education at the Preschool level is to provide a basis in which higher level concepts can be built upon later in school. We will provide learning opportunities that will incorporate developmentally appropriate religious and faith concepts in order to prepare early childhood education students for further growth and development in later grades. We also follow Archdiocesan standards for our religious education program.

## **FOOD ALLERGY POLICY**

It is very important that we are aware of all food allergies. Any child with food allergies is required to have paperwork on file documenting his/her allergy. If your child is allergic to so many things that he/she will be deprived of the snack on most days, we encourage you to send an individual snack from home. PLEASE DO NOT SEND INDIVIDUAL SNACKS FOR ANY OTHER REASON.

Nuts will not be served by school staff. Parents will be notified if their child is in a “nut free class” and ask that they do not provide special treats containing nuts. The full day program will provide a “nut free table” during lunchtime for students with identified nut allergies. Other allergies will be addressed on an individual basis. Our goal is to keep every child safe. Thank you for helping us reduce the risk of an allergic reaction.

## **QUIET REST/NAP TIME**

For the full day program, a period of 1 hour will be designated as quiet rest/nap time. The nap/rest period will be flexible to meet individual needs with provisions for early risers and non-nappers. A cot will be provided by the school for each student to use daily. Children will be assigned the same cot each day for their rest period. Cots will be sanitized daily by staff. Students may bring a stuffed animal, doll or other special friend to use during this period. This “School Lovey” must remain at school until the end of the school year. School Lovey’s will not travel back and forth from school to home. The item will need to fit into a large Ziploc bag to be stored in the child’s cubby. We will wipe down and/or wash items at school. Please make sure items can be washed or wiped in order to keep items sanitized. We will supply this Ziploc bag at Parent Orientation. Please discuss the Lovey with your child to help them understand their Lovey’s special place at school.

## **SCHOOL’S RIGHT TO AMEND**

St. Joseph Consolidated School retains the right to amend the handbook for just causes. Parents will be notified promptly of any changes/updates made to the handbook.

## **TOYS**

We believe Preschool children learn best through play and interactions with peers, adults and their environment. In order to promote appropriate educational play habits at the Preschool, toys from home will not be permitted except on designated sharing days. The Preschool provides toys that promote learning and teach essential skills. Please assist the staff by not allowing your child to bring in their own toys, unless, as stated above, for a sharing day. If a child brings a toy to the center with them they will be required to put it in their cubby or bag until the end of the day.

## **TRANSPORTATION**

Only Hamilton City school will transport preschoolers to and from school. You must contact transportation for arrangements. Parents are responsible for transporting their children from all other districts.

**FIELD TRIPS** - We are not transporting to field trips at this time.

## **PAYMENT PROCEDURES**

Tuition is to be paid based upon the payment plan set up with the school's Business Manager. We are a non-profit entity, responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments in order to fulfill our commitments to our families. Tuition that is not collected in a timely manner will result in the student not being able to attend St. Joseph Consolidated Preschool. This restriction will remain in place until the tuition is current. If tuition is not paid within a reasonable time (a due date will be set by the Business Manager), the student will not be allowed to attend and their spot in Preschool will become available.

Tuition is collected by St. Joseph Consolidated Business Manager, Mrs. Janet Haubner. Any questions or concerns related to tuition should be directed to her at 513-863-1424.

## **REDUCTION IN TUITION**

Tuition will not be refunded or reimbursed due to absences or for school days that are delayed/closed.

## **VISITORS**

Visitors are welcome to St. Joseph Consolidated School. Parents have unlimited access to the preschool room during the school day. Upon entering the school building during the school day, the visitor must report to the school office to sign in and obtain a visitor's pass. Parents are NOT to go directly to any classroom during the school day unless permission from the office has been obtained. You must be safe parish trained to be in the classroom.

The exception to the office check-in procedure occurs when parents and friends are arriving for a school program or event held during the school day or when picking up a student at the end of his/her program/day.

## **VOLUNTEERS**

We encourage parents to take an active part in St. Joseph Consolidated School. We have several very beneficial programs at St. Joseph Consolidated Catholic School that operate through the fine efforts of our volunteer parents. All regular volunteers must belong to the SAFEParish Training Program from the Archdiocese and pass a fingerprinting criminal background check at an Archdiocesan site. To locate and register for the SAFEParish, please go to and follow the link . <https://www.aocsafeenvironment.org/> More information will be given at Parent Orientation.

## **WITHDRAWAL POLICY/GUIDELINES**

A meeting will be set up with the parents and St. Joseph Consolidated School team (Principal, Director, and Preschool Teacher) to discuss the reasons regarding withdrawal from the Preschool program. The following can be, but are not limited to, reasons for withdrawal from the Preschool program:

- Not socially/emotionally ready for the program
- Not potty-trained
- Not current on immunizations
- Moving/Relocating
- Not current on tuition

Parents shall give 1-2 weeks notice of removal from the program. St. Joseph Consolidated Catholic School will contact the parents for a meeting if the school believes the child is not ready for the Preschool program. Both parties will come to an amicable solution for what is in the best interest of the child.

## **NOTES**

