



OUR LADY *of* ANGELS

PRESCHOOL

2018-2019 Parent Handbook

3644 Rocky River Drive • Cleveland, Ohio 44111 • (216) 251-6841

Welcome to Our Lady of Angels Preschool!

As parents, you are the primary and principal educators of your child(ren), and we are here to assist you in any way we can. Our Lady of Angels school is dedicated to the education of every child to provide them with the tools to become responsible, dedicated and faithful members of the Church and society.

The faculty and staff of Our Lady of Angels School is dedicated to assist you with the secular and religious education of your child(ren). We accept the responsibility that you have entrusted to us in our ministry to Catholic education. It is the goal of the faculty and staff, that by working together in a spirit of trust, understanding, and support, your child(ren) will have a strong foundation to better meet the challenges of the future. We are passionate in keeping the lines of communication open with you and your child(ren); we ask that you do the same with the teachers and principal. Proper communication will allow for the best academic and social environment for your child(ren) to grow and learn.

This handbook contains specific information and requirements set forth by Our Lady of Angels Preschool, the Catholic Diocese of Cleveland and the State of Ohio. After reading the handbook, please sign the handbook verification form stating that you have received, read and understood this information. This verification will be kept in your child's file and must be completed by the time of his/her enrollment at the preschool. Signature of receipt of the information contained in this booklet is required by the State of Ohio.

PHILOSOPHY AND OBJECTIVES

Our Lady of Angels School educates each child by providing a religious and academic climate in which to grow and learn. Our teachers strive to integrate religious truths and values with academic knowledge and skills so that students achieve their highest intellectual and moral potential. As members of the school community, students are prepared for responsible Christian living, a respect for self and others and an awareness of the privileges and responsibilities of American citizenship.

Our Lady of Angels School, in cooperation with the parents and parish community, pledges itself to the following:

- To assist our students in acquiring the knowledge, skills, habits and attitudes necessary for making sound judgments based on Christian principles.
- To develop in our students an awareness and sense of Christian values in concern for the betterment of the world.
- To encourage our students to make the most of their creativity and talents to share their gifts at home, at school and in the community.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the EXAMPLE you provide in your home.

Parents are responsible for:

- Modeling and supporting your child's practice of the Catholic Faith.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging your child to complete all assignments. (Getting involved with your child's work such as checking to see that all assignments are completed.)
- Insisting that your child obeys the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding any criticism of teachers and school policy.
- Following the policies and procedures stated in the handbook.
- Paying all fees (tuition, education, lunch, etc.) on time.
- Reimbursing any property destroyed (accidentally or intentionally).

Goals

Preschool is designed to instill a desire for learning in your child and to develop the skills necessary to succeed in the rest of their schooling. As such the program seeks to achieve the following by the end of preschool:

- Children should be able to function in a classroom setting, share and work well with others, follow classroom rules and play cooperatively under teacher supervision.
- Children should be able to respect others and their property, control their own behavior, speak in complete sentences, share ideas with adults and their peers, listen in a group, and have the ability to problem solve.
- Children should be able to find their own belongings, dress themselves by buttoning, zipping, and snapping their clothes, wash hands, blow their nose and toilet independently, as well as have good nutritional practices and table manners.
- Children should be able to identify and write the letters in their first name, recognize letters of the alphabet and their sounds, know their address phone number and birthday, know days of the week, months of the year, seasons and weather, know parts of a book and how to handle a book correctly, as well as have an understanding of rhyming and opposites.
- Children should be able to pick up objects with their thumb and index finger, hold a pencil and other art materials with a functional grasp, know how to hold and cut with scissors correctly, and use glue properly.
- Children should be able to know basic colors and shapes, identify numbers 1-10 and count from 1-20 with one to one correspondence, order objects by color, size, and shape, understand simple patterns, as well as know positional words, such as under, over, and around.
- Children should be able to have good balance and coordination in physical play, throw and catch a ball, know a variety of simple songs and finger plays, as well as use instruments.
- Children should be able to know that Jesus is God's son and Mary is his mother and our mother

in Heaven, know God as Father, Son and Holy Spirit, know how to make the Sign of the Cross, know that prayer is talking to God through spontaneous and formal prayers, such as the Our Father, Hail Mary, Glory Be, and Grace, know that God loves everyone and teaches us to love one another, know that God created everything, and we are all called to follow Him and become saints.

Curriculum

Our curriculum is designed to be both developmentally and age appropriate. Activities are designed to be multi-sensory and to enhance each child's physical, emotional, social and spiritual growth. Hands on learning is vital and is encouraged through participation in art, music, religion and play.

Religion is an integral part of our preschool program. It is the development of a positive self-image in relationship to a loving God. Classroom prayer and prayer services prepare children to participate in the sacramental and liturgical life of the Church.

Play is the child's work. Opportunities for free creative play are a daily part of the program. It is through play that creativity, socialization, and self-expression are developed.

Personal social development is the primary goal for the young child entering preschool. A positive self-concept is essential to successful learning. Personal development includes knowing name, age, address, phone number, and birth date. Other areas include separating from parents, caring for belongings and respecting others. Social development includes sharing, following directions, participating in group activities, and developing a positive relationship with teachers and peers.

Language is the development of listening, speaking and thinking skills. Listening to and sharing stories, poetry, and finger plays enhance the love of language. An awareness of the written word is developed through alphabet activities.

Math is taught using both a "hands on" approach and play experience. Mathematical knowledge will come from the understanding of colors, shapes and size differences, basic counting skills, classifying, forming sets, and recognizing numerals.

Motor skills are a vital part of the preschooler's development and crucial to the learning skills he/she will need in the future.

- Gross motor skills are enhanced through large muscle activities, such as walking, climbing, running, jumping, hopping and skipping. Dance, games, and organized play provide an outlet for rhythm and movement.
- Fine motor skills are developed and strengthened through manipulating clay, hammering, painting, lacing and using scissors. These skills enhance writing readiness.

Art and Music activities are creative, full of self-expression and imagination. They center on the use of paints, crayons, play dough, rhythmic activities and rhythm instruments.

Daily Schedule

Arrival and attendance will be at 7:50 a.m. Students will begin each day with prayer. Then, we will meet together for circle time and whole group writing. After that, students will break off into learning centers for an hour. After learning centers, students will be offered a morning snack in Linus Hall. After snack, we will meet together to have whole group time. At that point, students who will only be staying a half day will get ready to leave and the full time students will get ready for lunch. Before lunch we will have music and movement together. Lunch will be for a half hour; then we will either go outside to play or have free play in the gym depending on the weather. After that it will be time to transition students for nap time so they will be read a story then they will have nap time for approximately an hour. After nap time, students will be offered an afternoon snack in Linus Hall. Students will then have afternoon learning centers for an hour. We will end each day like we begin, with prayer and dismissal will be at 2:50 p.m.

ADMISSION POLICY

Our Lady of Angels School will accept students of any race, color, or ethnic origin with priority given to registered members of Our Lady of Angels Parish. Non-parishioners and non-Catholics may be accepted as space permits. No discrimination is made as to race, creed, or nationality among non-parishioners.

An active member of Our Lady of Angels Parish is one who is registered in the parish, attends Mass each week, uses church envelopes, and is involved in specified activities in the parish and/or school.

The rectory staff will periodically check that the above criteria is being followed.

ADMISSION OF NON-CATHOLICS

- Families are required to accept and work within the school philosophy.
- Students participate in daily religion classes and other prayer experiences.
- Admission in this category can only be considered if class size permits. It will not hinder further enrollment.

Registration

Registration begins by completing the necessary forms, which are available in the school office. A \$100.00 registration fee is required at the time of registration. If a check is returned due to insufficient funds, the parents will be charged an additional \$15.00 fee.

Tuition

3 Y.O T/TH \$1,900

4 Y.O. M/W/F \$1,900

Full Time M-F \$3,900

Pending approval, county vouchers accepted

School Hours

Half Day Program 7:50-11:00 a.m.

Full Day Program 7:50-2:50 p.m.

Attendance Policy

Parents are asked to notify the school office before 8:00 a.m. any day their child will be absent from class. State law requires regular attendance. Children should be present on all days that school is in session.

Withdrawal Notice

A two week advance written notice is required for withdrawal of a child from the preschool program.

ARRIVAL/DISMISSAL PROCEDURES

For the safety of all on school property, it is important that everyone follows the arrival/dismissal procedures. There will be school personnel outdoors each morning at 7:30 a.m. It is critical that students are not dropped off and left unattended in the mornings.

All drivers must adhere to the drop off and pick up system. No vehicles are allowed to drive around the main school building unless arrangements have been made with administration.

The traffic pattern for drop off and pick up on school property is that the double driveways in between the Church and Linus Hall are both incoming for drop off and pick up. If a child is attending the breakfast program he/she can be dropped off at the crosswalk between Linus Hall and the Church. Parents of preschool students must locate a parking spot in the rear of the property and walk the student(s) to the designated door. No child is allowed to run or walk through the school lot unattended. The teachers and/or aides will inform the students when it is time to enter the building; at 7:40 a.m.

All traffic must adhere to the parking lot speed limit of 5 miles per hour.

During morning and afternoon pick-up, all vehicles must park in designated parking spaces. It is important that the students are familiar with the format in which their parents will be picking them up each day. Parents are welcome to park and wait for their children immediately outside of the school buildings.

It is critical that students are picked up in a timely manner. Keep in mind that students are dismissed at 2:50 p.m. on a regular school day and at 1:50 p.m. on Compressed Days.

Students who are not picked up by 3 pm on regular school days are sent back into the school office where they may wait until 3:15 pm. Families whose students are picked up between 3:15—3:30 will be assessed at \$10 late pickup charge, payable when students are picked up. After 3:30 pm, the charge will be \$10 for every 10 minutes. This is also payable upon pick up. On Compressed Days, students will be held in the office until 2:15 pm after which charges will be assessed as explained above.

EMERGENCY PROCEDURES

An Emergency Medical Authorization Form will be given to each family on which the parent must give the home, work, and cell telephone numbers. In addition, an alternate telephone number and people to be contacted in case of an emergency must be given in the event that the parent cannot be reached. In such emergency situations, the child must be picked up at the school office. Emergency information must be updated throughout the school year when/if information changes such as phone numbers, email addresses, or the names of those alternately responsible for students.

EMERGENCY SCHOOL CLOSING

In the event of bad weather conditions, watch television or listen to the radio for school closing announcements. A school closing will be clearly noted via local news channels as, "Our Lady of Angels School". We are not part of the local school system; therefore, do not assume that OLA is closed if you should see The Cleveland Metropolitan School District closed. In addition, an automated message system will be utilized to announce the closing, provided electricity issues do not interrupt the process.

SCHOOL SECURITY

In an effort to ensure the safety of our students, all visitors must use the front doors. A monitoring system is in place.

State law requires that all visitors report to the office in the main building. Anyone other than school personnel or students must report to the office.

LUNCH/BREAKFAST PROGRAM

Our Lady of Angels School participates in the School Lunch/Breakfast Program through the Diocese of Cleveland. The Federal Government subsidizes the cost of meals, which drives the amount to be charged. Low-income families may also apply for free meals or reduced prices if they fall within the income guidelines set forth by the Federal Government. The Government now requires us to do income verification on a small percentage of those applying for these subsidies.

Approximately two weeks prior to a new month, menus will be sent home with each student. A cover letter will accompany this menu which will indicate any changes in the menu and also the date in which all monies are to be returned to the school office.

Phone calls home will not be made for forgotten lunches. Any student who forgets his/her lunch will be provided with a cheese sandwich in the cafeteria.

If students are going to participate in the breakfast program, parents are to drop students off in the same traffic pattern as previously mentioned in this handbook. After the student has finished breakfast, he/she will be dismissed by a program monitor.

Children are to show respect to the adult supervisors on duty in the cafeteria and on the playground.

DRESS CODE

Children attending Our Lady of Angels School are expected to come to school well-groomed and properly dressed in accordance with the school dress code. Since you, as parents, are the primary educators of your children, we expect you to teach your children the importance of personal hygiene and good grooming.

Comfortable play clothes are best for the preschool classroom. Flip flops are not allowed due to safety reasons. Shoes should stay securely on your child's feet. Rubber sole shoes are the safest. Be sure your child is dressed appropriately for the weather. Keep in mind a creative and fun environment also means that children clothes may get dirty.

Preschool Days off

We follow the same calendar/days off as the day school. No preschool services will be offered if Our Lady of Angels School is closed due to inclement weather conditions.

Compressed Days

The students may wear the OLA sponsored spirit shirts on compressed days. Approved spirit day shirts are available through the school office during scheduled spirit day shirt order campaigns; flyers will be sent home and/or posted online.

PARENT INVOLVEMENT

We expect parents to be involved as much as possible in school activities. Parents are encouraged to volunteer to help in the classrooms, library, in the lunchroom and as Safety Monitors in and around the school grounds. All volunteers must submit verification of attending the Virtus program and show proof of continued reading/responding to the articles that are part of the Virtus program, as well as signing the two required documents related to child safety. Volunteers must also submit a current BCII fingerprint background check. **The Parent-Teacher Unit (PTU)** provides an important link between the home and school. Parents are expected to join the PTU and become involved in its activities. All parents are encouraged to attend PTU meetings and PTU sponsored events throughout the school year.

SAFETY

Safety rules are an essential part of any program. Safety rules should be taught in the home and reinforced in the school. There are particular rules and regulations that apply to the school buildings and surrounding areas, and children are advised of these throughout the school year.

In the morning cars proceeding south on Rocky River Drive should enter the driveway closest to Linus Hall. Cars proceeding north should enter the driveway closest to the Church. Cars should continue to exit via the northernmost drive. At afternoon dismissal, please come in the Linus Hall driveway and leave by the rear driveway behind the primary building. You may park along the Church, Linus Hall or the lot behind Linus Hall. **Parents are asked to be alert and aware of students who may be crossing the driveways and parking lot.**

HEALTH

The purpose of our health services program is to protect and maintain your child's health. To assist us in this task, a registered nurse, certified in school nursing, is on duty at our school. The nurse conducts examinations in the areas of vision, height, weight and posture. Scoliosis screening is conducted in order to identify a curvature of the spine most commonly found in adolescence.

The nurse will provide immediate care for those who become ill or injured during school hours. Please note that this care is not to be intended to be a substitute for medical care. The State Law prohibits nurses to practice medicine, which includes making medical diagnoses of illnesses and injuries and prescribing medication. This is your physician's responsibility.

The school nurse is a liaison between educational and medical personnel. It is essential that parents keep the nurse informed about their child's medical condition. Health records are kept confidential. A physician's report gives a more complete account of the condition itself and what measures need to be taken. The parent needs to request this report from the physician.

In the absence of the school nurse, children's health needs will be taken care of by the school secretary, the principal, or any other faculty/staff member. Students with a temperature of 100 degrees will be sent home and may not return until the child is fever-free for 24 hours. Students who vomit at school will be sent home and may not return for 24 hours.

CONTAGIOUS ILLNESSES

To help control the spread of contagious illnesses, you are asked to keep your child at home if he/she appears to be ill. Symptoms such as cough, sore throat, fever and unexplained rashes are some good reasons to keep your child at home and then take to a physician for diagnosis and treatment. We also stress the importance of reporting any communicable illness to the school. Such illnesses as strep throat, conjunctivitis (pink eye), chicken pox, impetigo, scabies, meningitis, and others, need to be diagnosed in writing by a physician with a re-admittance statement.

FOOD ALLERGIES

Food allergies can be very serious to those that have them. For this reason, the following policies/procedures will be in place:

- A nut free zone will be located in the cafeteria for those students who need it at lunch.
- No class treats or treats that may be given for "mass" distribution at school for birthdays, holidays, or other special occasions.
- A student will do as much as possible to be attentive to avoiding allergens in his/her surroundings.

Parents/Guardians of students who have nut, or gluten allergies or any other food allergies must keep the school informed of any diagnosis related to these food allergens as well as any other health conditions. Parents must provide the school with an Epi-pen if the student is prescribed one by his/her doctor.

FOOD AND BEVERAGE POLICY

Our Lady of Angels School adheres to the Wellness, Food and Beverage Policy #6102.38. The complete policy can be viewed on The Digital Academy under the News section.

BIRTHDAY CELEBRATIONS

All birthday treats are to be non-edible. Please refer to the Food and Beverage Policy #6102.38.

IMMUNIZATIONS

The nurse ensures that all children are up-to-date on their immunizations so as to prevent certain communicable childhood diseases. Notifications may be sent home to remind parents of their responsibilities in terms of having their children immunized. At the present time, McCafferty Health Clinic provides Cleveland area children with free immunizations. Call 216-664-6603 for an appointment. The administration reserves the right to refuse enrollment if immunization records are not provided in a timely manner.

IMMUNIZATIONS REQUIRED FOR ENROLLMENT:

- 4 doses DPT * (Diphtheria, Polio, Tetanus)
- 3 doses IPV *(Polio)

- 2 doses MMR (Measles, Mumps, Rubella)
- 3 doses Hepatitis B
- 1 Varicella (Chickenpox)
- * An additional dose is required if all doses were given prior to the 4th birthday.

Healthcheck services are available for families that are eligible for Medicaid. Healthcheck is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthcheck is to discover and treat health problems early. If a potential health problem is found. Further diagnosis and treatment covered by Medicaid.

Healthcheck covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening; and
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthcheck services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthcheck services, too.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthcheck.aspx>

MEDICATION

State Law requires that no drug, including any over-the-counter medications such as Tylenol, antacids or cough medication and cough drops, be taken at school without written permission from a physician and parent. The specific medication forms must be obtained from the school office and filled out by the physician and parent prior to bringing medication to school. These forms will be kept on file. These requirements must be adhered to for each illness. These forms are required to be updated every school year.

HEAD LICE

The main symptom is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to look for nits. Close examination of the scalp, especially at the back of the neck and above the ears will reveal small, grayish-white eggs. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Students found to have lice in school will be sent home for treatment.

Please contact the school nurse and the main school office if you suspect a problem and she will also

examine the other children in the classroom. Some precautionary measures are to examine your child's hair on a weekly basis and to avoid sharing combs, brushes, hats, scarves and coats.

It should be reassuring to know that lice can safely and effectively be treated with medication that is available at the pharmacy and requires no prescription. Because no lice treatment kills all of the nits, it is necessary to use a fine-tooth comb to help remove the nits.

The school nurse/administration will examine the child's hair before he or she is permitted back in the classroom. We require that all nits be inactive and there are no live lice before returning to school so as to prevent any outbreaks.

Management of Communicable Diseases

We request that if your child has more than a runny or stuffy nose, he/she should NOT come to preschool. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- a. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- c. Difficult or rapid breathing
- d. Yellowish skin or eyes
- e. Conjunctivitis
- f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- g. Untreated infected skin patch(es)
- h. Unusually dark urine and/or gray or white stool
- i. Stiff neck
- j. Evidence of lice, scabies, or other parasitic infestation

A child with any of the following sign or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program shall be carefully watched for symptoms listed above as well as the following.

- a. Unusual spots or rashes
- b. Sore throat or difficulty in swallowing
- c. Elevated temperature
- d. Vomiting

Please follow these guidelines when your child is ill:

1. Please keep your child home 24 hours after the break of a fever
2. If your child is sick during the night or before preschool, please keep him/her home
3. If you suspect a strep infection, please do not send your child to school until you receive the results of culture.

The child should be readmitted to school only if he/she is no longer ill and or upon physician recommendation (written correspondence).

- Please inform the preschool if your child becomes ill with a contagious illness. A note will be sent home with the other children in the class to warn parents of contact and incubation of the communicable disease

- Parents will receive written notice when a child has been exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.
- A mildly ill child will be isolated and evaluated by the director and day school clinic nurse
- No child may carry medication of any kind on their person.
- Prior to sessions beginning in the fall, parents/guardians will be asked to complete an emergency medical authorization form that will be kept on file in the clinic.

Family/Custodial Situations

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Our Lady of Angels School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarter progress reports, discussions with school personnel, etc.

In families experiencing separation of parents, or ending in divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Our Lady of Angels School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the noncustodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. Regarding parent conferences in all custody situations: It is preferred and will be

the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Our Lady of Angels School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time. Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning this re-statement of procedures of circumstances you feel necessitate other arrangements, please contact the principal personally.

Special Event Days/Field Trips

All students are required to have permission forms completed by parent and or legal guardian for any off campus field trips or activities. Permission forms would be supplied by the teacher when needed for field trips or activities. Such permission forms may also be available online. Verbal permission given by phone or in person is not permitted to take the place of written permission forms.

Parent Communication

Parents will receive regular newsletters from the preschool teachers/staff and will have the opportunity to schedule meetings, calls, or emails with any concerns about their student's educational experience.

Discipline Information and Policy

One of the most important features of a classroom is the development of the respect deserving of each other given the dignity we have as persons made in the image and likeness of God. As this will likely be one of the first regular experiences where your child is in a classroom setting an important emphasis will be put on discipline but even more so on preventing any incidents from occurring to begin with! That is why we ask that you take the time to make sure your child is aware of the classroom rules and reinforce them at home. In the event that your child does have an issue in the classroom the following steps will be taken.

- (1) The child will be separated from the class and asked to calm down in a designated spot in the classroom.
- (2) If misbehavior continues, the parent will be notified with a handwritten note, phone call or email.
- (3) If the behaviors become a regular occurrence a parent-teacher meeting will be scheduled.
- (4) If after such a meeting negative behaviors continue without getting better the school management will be notified to discuss schooling options.

Procedures to Address Parent Concerns

Parents are welcomed to address any concerns that they may have with the teacher and, if

needed, the principal.

Staffing

Our Lady of Angels Preschool staff has completed CPR and first aid training. Staff members are also fingerprinted and Virtus trained. Our staff is here to teach, love and care for your child.

Licensing Accreditation information

Our Lady of Angels Preschool is licensed by the State of Ohio and licensing information is available in the office.

Rights of Licensing Agency

The State of Ohio Department of Education has the right to visit the preschool location and perform inspections of the classroom and programs, including interviewing the students and staff.