



**OUR LADY *of* ANGELS**  
**PRESCHOOL**

**2020-2021 Parent Handbook**

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

## Welcome to Our Lady of Angels Preschool

As parents, you are the first and formal 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.

Clear communication is one of the keys to a successful preschool program. 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.

Realizing that parents are the first and primary teachers, the school strives to provide the best possible assistance to them in the guidance, inspiration and instruction of their children. To this end, the school is dedicated to educating the child spiritually, culturally, socially and intellectually to meet the immediate goal of preparation for life and the ultimate goal of eternal salvation.

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.
- 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 part 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 number 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 before Meals, 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**

The preschool curriculum is based on the guidelines of the Diocese of Cleveland and is aligned with the Early Learning Standards for the State of Ohio. 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 him/her to participate in the celebrations of the church.

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.

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 of 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 reading readiness.

The Our Lady of Angels Preschool follows developmentally appropriate program planning which at a minimum meets the requirements of rule 3301-37-03 of the Administrative Code and addresses developmentally appropriate materials and equipment. It also addresses selection and use of developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the preschool child.

### **DAILY SCHEDULE—A specific schedule will be given to families after the start of the year.**

Arrival begins at 7:30 when school personnel are stationed outside to assist with getting children out of cars. In nice weather children will wait outside until 7:40 at which time they may enter the classroom. All students are required to be present at 7:50 am. Students will begin each day with prayer followed by circle time and center activities. A morning snack time will take place in the 9 o'clock hour followed by whole group time.

Students who are attending part-time will begin to get ready just before dismissal at 11 o'clock. Full-time students will prepare for lunch which will be brought to them from Linus Hall.

After lunch students will participate in one of various "specials" such as art, music, physical education, or computer. Students will then transition to nap time for approximately one hour after which they will have either group or center time. Dismissal is at 2:40 pm.

### **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.
- Parents are required to pay the full cost of preschool tuition.
- 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.

- All students admitted to the Our Lady of Angels Preschool must be fully potty trained.

### **ADMISSION OF NON-CATHOLICS**

- Families are required to work within the school philosophy.
- Students attend daily religion classes and school liturgies/prayer services.
- Parents are required to pay the full cost of preschool tuition.

### **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.
- Both Our Lady of Angels and the State of Ohio have required paperwork that must be completed no later than the first day of school.
- Parents are required to submit names of a minimum of two emergency contacts, not including the parents' contact information.
- The Child Medical Statement provided by the Ohio Department of Education must be completed fully including the signature of a licensed physician no later than the first day of school.
- A complete list of required immunizations must be submitted to Our Lady of Angels School no later than the first day of school.
- Three and four-year olds are educated in the same rooms. The only division of students is created by the fact that students are registered as part-time or full-time students.

### **TUITION**

3 Y.O T/TH	\$1,900
4 Y.O. M/W/F	\$1,900
Full Time M-F	\$3,900

Tuition and registration must be paid in full prior to the first day of school. The only optional plan is to set up payment through FACTS Management; information regarding this payment plan is available upon request.

- Pending approval, county vouchers are accepted

### **SCHOOL HOURS**

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

Full Day Program 7:50-2:40 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.

**Please read and review the arrival and dismissal procedures that were sent home in August; if parents are not the drivers, please pass this information along to whomever is driving.** 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.

Students can be dropped off at the crosswalk between Linus Hall and the Church at 7:15 am if they are attending the Breakfast Program.

Preschool students may be dropped off by being driven through the drop-off line (follow the painted blue line on the parking lot). These students should be ready to get out of the car with all needed materials in hand. An adult from the primary building will be available to assist students. **Due to COVID-19, parents are not permitted to park and walk their child to the doors of the building.**

Part-time students should be picked up at 11 am. Parents should line up in a car lane and children will be walked to the car.

During afternoon pick-up, all vehicles must **pull up to the preschool building from the double driveway with the blue line to their left. Students will be brought to the car. If parents are picking up a sibling, they may park and wait for the sibling or walk to the concrete pad in front of the church if the sibling is in kindergarten through grade 2.**

It is critical that students are picked up in a timely manner. Keep in mind that students are dismissed at **2:40** p.m. on a regular school day and at **1:40** p.m. on Compressed Days.

**Students who are not picked up by 3 pm on regular school days are sent back into the main 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. If students are picked up late more than twice per quarter, families will be required to register their children for the After Care Program.**

## **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 two 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 through Digital Academy will be utilized to announce the closing, provided electricity issues do not interrupt the process. It is important to be signed in to Digital Academy to receive these messages.

## **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. Preschool parents must sign in at the main school office and then walk to the primary building to access the preschool during school hours.

**State law requires that all visitors report to the office. Anyone other than school personnel or students must report to the office. During the COVID-19 pandemic, visitors to the school are discouraged and will be seen on an appointment only basis.**

Parents who wish to contact teachers should do so through the office or by e-mail.

## **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. **From September 28, 2020, through December 31, 2020, all families are able to receive breakfast and lunch for their child/children free of charge.**

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 by 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. **Families are asked to provide their child with a complete change of clothes (including underwear and socks). Accidents happen, and having an extra set of clothes provides a sense of dignity and cleanliness for your child. If extra clothes are used during a day in pre-school parents will be made aware of this, soiled clothes will be sent home, and a new set of clothes should be sent in the next day.** Keep in mind creative and fun environment also means that the 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.

## **PARENT INVOLVEMENT**

We expect parents to be involved as much as possible in school activities. Parents, guardians, and grandparents are encouraged to volunteer to help in the classrooms, library, at lunch 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. Virtus training never expires as long as volunteers comply with the reading of monthly articles. Volunteers must also submit a current BCII fingerprint background check. Once all required paperwork is attained, volunteers are welcome to work with our students in various capacities.

Parents are encouraged to be involved in their child's education and will be granted unlimited access as long as parents comply with the above requirements for volunteering. Parents who wish to visit the preschool during school hours are required to sign in and out at the main school office and wear a visitor badge during their visit.

**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. All buildings on OLA property are kept locked at all times; the main school building has a door bell to be used to gain access to the building. Please be patient while waiting for the bell to be answered; school personnel may not be readily available to answer the bell. **Preschool parents must check in at the main building before attempting to access the preschool building.**

For the safety of everyone it is mandatory that all drivers maintain a speed limit of no more than 5 miles per hour on school grounds. Drivers will receive a verbal or written warning if they are not in compliance with the state law. There are many pedestrians and other vehicles in the area before, during and after school hours. Maintaining appropriate speed will decrease any chance of harm to others.

Adult school guards are provided at a limited number of intersections. Safety Patrol guards are stationed in the immediate area of the school. Preschool students who may walk home with older siblings or other students must abide by all safety rules that are in place. All children who need to cross Rocky River Drive should do so at the Lucille Avenue crossing.

All children should leave the school premises at dismissal unless they are participating in organized, supervised activities. Children are not permitted to play on school property without adult supervision. Your cooperation in following these rules will make for a safe atmosphere at Our Lady of Angels.

## **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 **three days each week; a trained health aide is available on the remaining days.** The nurse conducts examinations in the areas of vision, height, weight and posture.

The nurse/**health aide** 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 **health aide**, school secretary, or the principal. Students with a temperature of 100 degrees Fahrenheit will be sent home and may not return until the child is fever-free for **72** hours. Students who vomit at school will be sent home and may not return for **72** hours.

**Refer to the COVID-19 Student policy for details regarding home health checks and how symptoms will be managed during the school day.**

## **MANAGEMENT OF COMMUNICABLE DISEASE/CONTAGIOUS ILLNESSES**

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as she/he enters a group. A "person trained to recognize the common signs of communicable disease" means

any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

The following precautions shall be taken for children suspected of having a communicable disease:

- The preschool shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent/guardian:
  - Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of 100 degree Fahrenheit taken by the auxiliary method when in combination with other signs of illness
  - Untreated infected skin patch(es)
  - Unusually dark urine and/or grey or white stool
  - Stiff neck
  - Evidence of lice, scabies, or other parasitic infestation
- A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some time during the day shall be determined by the director and the parent/guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in the above section of this rule as well as the following:
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Elevated temperature
  - Vomiting
- A child isolated due to suspected communicable disease shall be:
  - Cared for in a room or portion of a room not being used in the preschool program
  - Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised
  - Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water than then disinfected with an appropriate germicidal agent
  - Observed carefully for worsening condition
  - Discharged to parent/guardian or person designated by the parent/guardian as soon as practical
- 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 nurse. 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.

Refer to the **COVID-19 Student Policy** for detailed information regarding the return to school of any student with symptoms or in contact with someone exhibiting symptoms of the virus.

## **FOOD ALLERGIES**

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

- No class treats or treats that may be given for "mass" distribution at school for birthdays, holidays, or other special occasions.

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.

The State of Ohio provides a Medical Statement form that must be completed and signed by a physician prior to the first day of school for all pre-school students. This form is provided to parents at the time of registration.

### **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 4<sup>th</sup> birthday.

### **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. All prescription medication must be picked up no later than the last day of school. Non-prescription and prescription medication that is left at school will be disposed of after the last day of school.

### **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.

### **MISCELLANEOUS HEALTH RELATED GUIDELINES**

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/custody of the child. It is assumed that this information is shared by 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 as detailed below.

**In cases of an actual divorce decree involving clear custody by one parent** the principal is to be informed by the custodial parents 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 communication 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 noncustodial 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 noncustodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork 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 noncustodial parent. This avoids time consuming duplication of services. Further, you should realize that unless restricted by Court Order, any noncustodial 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 Angles 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 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 a parent and/or legal guardian for any off-campus field trips or activities. Permission forms will 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 teacher/staff and will have the opportunity to schedule meetings, calls, or emails with any concerns about their student's educational experience. Parents are expected to sign into a Digital Academy account that allows them ability to communicate with teachers online.

### **RECORDING AND REPORTING INCIDENTS**

All teachers and staff of the Our Lady of Angles Preschool are required to report and record any safety-related incidents that may occur throughout the school day. Such reports are forwarded to the Liability and Insurance Department of the Diocese of Cleveland. Parents are notified as soon as possible if an injury or incident occurs during the school day. If the incident is serious in nature, parents may be asked to come to pick up their child and transport him/her to a doctor or the local hospital emergency room. Parents may report by contacting [OELSR.licensing@education.ohio.gov](mailto:OELSR.licensing@education.ohio.gov) or calling 1-(614) 502-7535.

### **REPORTING CHILD ABUSE AND NEGLECT**

All teachers and staff of the Our Lady of Angles Preschool have successfully undergone child abuse recognition and prevention training through the Virtus program. All staff are required to comply with requirements of the Virtus training program that include monthly updating and posting of compliance. As mandated reporters, all staff members are required to contact Child Services through use of the 696-KIDS hotline. Documentation of such reports is kept in the main school office.

### **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, and 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. Behavior management /discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises. Actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 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.

- No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- 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 preschool staff member in a safe, lighted and well-ventilated space.
- Employees shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

In the event that your child does have an issue in the classroom, the following steps will be taken:

- The child will be separated from the class and asked to calm down in a designated spot in the classroom.
- If misbehavior continues, the parent will be notified with a handwritten note, phone call, or email.
- If the behavior becomes a regular occurrence a parent-teacher meeting will be scheduled.
- If after such a meeting negative behaviors continue without improvement/change the school administration will be notified to discuss alternate schooling options.

The parent of a child enrolled in Our Lady of Angels Preschool shall receive the school's written discipline policy. All preschool staff members shall receive a copy of the schools discipline policy for review upon employment.

### **PROCEDURES TO ADDRESS PARENT CONCERNS**

Parents will be given an account with Digital Academy that may be used to communicate with teachers and administration. We encourage parents to address concerns they may have early in the process so as to avoid escalation of negative situations. 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 is certified and licensed through the State of Ohio. They have all completed CPR and first aid training and meet all the necessary requirements for preschool. All staff are fingerprinted and Virtus trained.

### **LICENSING ACCREDITATION INFORMATION**

Our Lady of Angels preschool is licensed by the State of Ohio. Licensing information is available in the main school 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 students and staff.



