

JOHN XXIII CATHOLIC SCHOOL
Preschool Handbook
2010-2011

INTRODUCTION

The John XXIII Preschool Handbook is a guide for parents and guardians whose children are enrolled at John XXIII Preschool.

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

We ask that you read the Handbook and discuss it with your child. The Handbook constitutes an agreement among school, parent, and child. John XXIII Preschool endeavors to provide a quality education and to ensure that every opportunity for that quality education is maximized. After reading the Handbook, please return the signature portion attached to the front of the handbook to his/her teacher.

John XXIII Catholic School Mission Statement

John XXIII School exists for the purpose of integrating Christian values and service in the lives of the students through a diverse and challenging curriculum. To be true to our identity as a Catholic school, it is imperative that everything we do be an appropriate and authentic expression of the teachings of Jesus Christ and of the values He held in revealing God's will to us.

John XXIII Catholic School Philosophy & Goals

John XXIII Catholic Elementary School provides a Christian family environment in which the students may develop spiritually, intellectually, socially and physically. Our students are prepared across the academic curriculum to strengthen and develop their talents to the fullest possible extent. A clearly defined discipline code fosters self-discipline and Christian conduct and gives our students the opportunity to live a Christian lifestyle modeled by their teachers. The focus of our dedicated and knowledgeable faculty is to insure that all students succeed and recognize how special they are because they are made in the image and likeness of God.

Goals

In order to equip our students with the basic skills of learning and living and to enable them to serve God, we strive for these goals:

- I. To provide a Christian environment in all areas of the curriculum.
- II. To achieve academic excellence.
- III. To build self-esteem in students.
- IV. To encourage open communication between home and school.
- V. To motivate students to achieve.
- VI. To develop moral and spiritual growth of the students.
- VII. To provide opportunities for spiritual growth and development of each other.
- VIII. To provide for on-going evaluation and planning.

Preschool Program Goals

- To provide a positive initial preschool experience.
- To provide opportunities through play that are based on individual needs, interests, and abilities.
- To create a desire to learn.
- To develop a positive attitude toward self and others.
- To provide opportunities for growth spiritually, intellectually, socially, and physically.
- To provide activities that are both self and teacher directed.
- To develop readiness skills for John XXIII Kindergarten program.

Preschool Admission Policy

It shall be the responsibility of the John XXIII Administrative Team to develop Guidelines for Admission to John XXIII Preschool and said guidelines shall be listed in the Preschool Handbook. No applicant to John XXIII Preschool shall be excluded based solely on race, color, religion, national origin, or ancestry. The guidelines shall address, but not be limited to, admission if class size becomes an issue. The Director, Janet Lucas, and/or Principal, Brenda Neu, may make exceptions on a case-by-case basis.

John XXIII Preschool Admission Guidelines

All children enrolled in John XXIII Preschool must be 3 or 4 years old by September of that year. All children must be toilet trained to enroll in John XXIII Preschool.

Selection of new students will occur in the following order:

- All students currently enrolled in John XXIII Preschool Program.
- Children from families with siblings currently enrolled in John XXIII Catholic School.
- Children from registered families of Holy Family Parish.
- Children from registered families of neighboring Catholic parishes.
- Children from families of other religious faiths.

Enrollment in the John XXIII Preschool program allows parents to participate in the elementary school in-house registration process in February. However, participation in the John XXIII Preschool program does not guarantee automatic acceptance into the school.

A thorough physical exam by a licensed physician and satisfactory immunizations are required. A physical exam is required for each preschool child within 30 days of admission. Lack of required physical may result in grounds for dismissal. This examination shall occur within 12 months prior to the first day of school annually.

The State of Ohio requires the following forms on file:

- Authorized pick-up
- Emergency transportation
- Medical history
- Physical form (every 12 months)
- Physician/Dentist Authorization/Instructions for Prescription Medications
- Birth certificate
- Court Custody Papers (most recent if applicable)

John XXIII Preschool Curriculum and Assessment

The John XXIII preschool curriculum is developmentally appropriate and centered upon the Creative Curriculum environment. A Theme-Based approach is used in the classroom to align the lessons to the Ohio Early Learning Content Standards. In all academic areas – religion, language arts, mathematics, science, and social studies – activities are included to develop motor, social-emotional, language, and general knowledge skills. The preschool lead teacher, with the assistance of the preschool aide will use a variety of methods to assess student progress, including but not limited to: student portfolios, work samples, anecdotal records, and checklists of quarterly standards met and tallies of behaviors. In addition, environmental observations from parents, administrators, and other stakeholders will be used as a part of the assessment process.

Program Schedule of Activities

1. **Exploratory Play**: The children explore areas of the room such as dramatic play and participate in activities of their choice. At this time, social skills will be developed.
2. **Circle Time**: The children gather to say morning prayer, sing songs, discuss the weather, calendar, theme of the week or listen to a story.
3. **Outdoor/Indoor playtime**: The children are provided with various play equipment and participate in activities which focus on large motor skills.
4. **Snack time**: Children will enjoy a healthy snack. This is a time for social interaction and to review manners.
5. **Learning Centers/Classroom instruction**: Children will participate in art and learning activities or visit the library for story time.
6. **Language time**: The children will end their preschool day with songs and story time. This is also time for review of what was discussed and learned that morning.

School Hours

3 Year Old	Thursday and Friday 8:30 a.m. – 11:00 a.m. No drop-off before 8:20
4 Year Old	Monday, Tuesday and Wednesday 8:30 a.m. – 11:00 a.m. No drop-off before 8:20
Optional Supervised Play Time	Monday - Friday 7:45 a.m. – 8:30 a.m. Begin clean-up at 8:20

Absences/Attendance

The teacher takes attendance and the school office follows up on any child absent from the program if a parent note has not been provided prior to that day. If it is necessary for your child to be absent from school, please call the office (513-424-1196) before class time and leave a message giving the reason for the absence.

Arrival/Departure

Parents are responsible for escorting their child/ren to and from the preschool room each day. The teacher or aide must be aware that your child is present. Likewise, never leave with your child without informing the adult in charge. Additional instruction on arrival/departure procedures will be provided at the Preschool Orientation in August.

If your child is going to be picked up by someone other than you, they must be listed on the Authorized Pick Up Form and must be prepared to show a picture identification card. No one may have access to any child without permission of the custodial parent. If it is necessary for someone to pick up your child that is not on the Authorized Pick Up Form, please leave a note with the teacher.

We are proud of the fact that we do run a structured preschool program. In order to do so, we need to begin our activities on time. Please have your child in the preschool at 8:30 a.m. so that he/she does not miss out on his/her free time to interact with classmates. If your child will be late for the program, please call the office as soon as possible.

Please pick up your child on time. He or she will worry if you are late. If you are more than 15 minutes late, your child will be taken to the School Office. If you cannot be reached, we will contact the emergency numbers provided on your Authorized Pick-Up form located on the back of the Contact and Release Form. If you know that you are going to be late (for a special reason), please let us know.

Bathroom Guidelines

The Bathroom Guidelines for the 3 and 4 year-olds is for a teacher or aide to assist the child to the bathroom. The door to the bathroom will be left partially open for the child's safety. Class-wide bathroom time is at snack time, but the children may go to the bathroom as needed.

Birthdays

Please follow this procedure for birthdays:

Confirm with the teacher prior to the day your child plans to provide a treat.

- a) In lieu of snacks, you might have your child choose a storybook to add to our preschool library. Mark the book with your child's name and birthdate, and the teacher will use the book that day for storytime.
- b) Please send a simple treat that can be shared. We encourage healthy snacks such as muffins or granola bars. Please no cake or cupcakes. No items with nuts and check with the preschool teacher about other allergies.
- c) No beverages should be served for birthday celebrations.
- d) Parents are welcome to spend the celebration time with the class.

Change of Address

Please notify the office of any change of address or phone number, including work, cell phone, or emergency numbers.

Closings/Delays

The preschool will close due to inclement weather conditions on the days John XXIII Catholic School is closed. John XXIII Catholic School will contact local media to advise parents of a closing or delay. Please do not call the school office for information about closings/delays. Any changes in the school schedule due to inclement weather or other emergency will be posted on the school's website (www.john23middletown.org) as soon as we receive notification of the change. You should also receive a phone call through the school's School Reach phone system.

There will be no optional supervised playtime if John XXIII Catholic School is on a one (1) hour delay. Preschool will be cancelled if John XXIII Catholic School is on a two (2) hour delayed.

Clothing

Clothes should allow active participation in class activities. Play clothes are fine. Shoes should allow safety while running, jumping, and walking. Gym shoes are recommended. Shoes should stay on and tied for your child's safety. No high heels, sandals, cowboy boots, and/or fad shoes are permitted. Please make sure your child has a jacket or sweater to wear on chilly days. We will be going outside for outdoor play as weather permits.

Label all jackets, coats, and belongings with your child's name. Inappropriate attire will be addressed on an individual basis.

The parent should send in at the beginning of the year a plastic bag with a complete change of clothes for the child in case of accidents. These clothing items will be used in case the child soils the clothes (s)he is wearing and the soiled clothes will be sent home. These clothes should be brought in a ziplock bag with your child's name clearly labeled. Please remember to change the bag of clothes with the seasons.

Concerns or Problems

If a parent has a special concern or feels that the program and/or its staff should take a course of action, the proper steps should be followed for a quick resolution:

- First, speak with the teacher, Beth Harrison. Most problems can be solved at this level. You can schedule an appointment by calling the school office at 424-1196 or send in a note requesting a conference or by email eharrison@john23middletown.org).
- If you feel that the matter needs further attention, speak with the Preschool Director, Janet Lucas. An appointment may be made by calling the school office or you may e-mail her at jlucas@john23middletown.org.
- If you feel that the matter needs further attention and have already spoken with the teacher and Preschool Director, speak with the Principal, Brenda Neu.

Conferences

We have found that morning drop off is not the best time to discuss a problem. The teacher wants to give the children and the parents their total attention and cannot do so at this time. The teacher is available for conferences by calling the office and scheduling an appointment or sending a note directly to the teacher in a sealed envelope.

In November and again at the end of the school year, conference days are scheduled to discuss evaluations completed by the teacher and to answer questions about the child's progress. Progress reports will be provided to the parents at regular intervals throughout the school year.

Cumulative Records

The cumulative record of each child shall include, but not be limited to: name and date of birth; name, address, and telephone number of parent(s); names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located; name of person(s) to whom the child can be released.

Custody

The office **must have**, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office and kept on file.

Discipline Policy

It shall be the responsibility of the John XXIII Administrative Team to develop Guidelines for the Preschool Discipline Plan. The guidelines shall be listed in the Preschool Handbook and shall meet the requirements of section 3301-37-10 of the Ohio Administrative Code and “Behavior Management/Discipline” section of the most recent Ohio Department of Education Preschool Licensing Rules.

Discipline Guidelines

The purpose of discipline is to help a child retain control of his/her emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience, and understanding.

The only worthwhile discipline is prompted by motives from within and is based on the Gospel values of Jesus Christ. Respect for God, self, and others will be stressed. Developmentally-appropriate expectations help children to choose suitable behavior.

We ask parents to assist the preschool in guiding our children in the acceptance of responsibility and in teaching them early to accept the consequences of their actions. If parents feel that they cannot support and accept the responsibility for helping the preschool enforce our rules and policies, the parents may be requested to withdrawal their child from the preschool.

Discipline will be handled primarily by the teacher. In the event this is insufficient, the Preschool Director will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer first with the teacher and then the Preschool Director. The Director will be available to aid parent or teacher with any disciplinary concern. No child will be humiliated, shamed, or frightened. There will be no cruel, harsh, or unusual punishment including, but not limited to, spanking, pinching, shaking, biting, or the use of physical restraints. No child will be placed in an enclosed area such as a closet, box, or similar cubicle. No discipline will be delegated to another child.

Discipline will not be imposed on a child for failure to eat or for bathroom accidents. Discipline will not include withholding food, rest, or bathroom use.

No child shall be subjected to profane language, threats, derogatory remarks about him/herself, his/her family, or other verbal abuse.

Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and development ability and the child shall be within sight and hearing of a school staff member in a safe, lighted, and well-ventilated space.

The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in John XXIII Preschool.

All preschool staff members shall receive a copy of John XXIII Preschool's discipline policy for review upon employment.

The following methods of positive behavior will be used:

- Praise for appropriate behavior.
- Individual discussion of behavior with the child, geared to that child's capacity to understand.
- Redirection to another area if appropriate.
- "Time Out" – Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of the child from the room to be supervised in the office area by additional staff.
- Parent conference to resolve repeated unacceptable behavior in a positive way.

Repeated unacceptable behavior or inability to adjust can result in the child's removal from the John XXIII Preschool for the benefit of all.

Preschool Health and Safety Policy

It shall be the responsibility of the John XXIII Administrative Team to develop Preschool Health and Safety Guidelines for John XXIII Preschool. Said guidelines shall be listed in the Preschool Handbook and, at a minimum, meet the requirements of sections 3301-37-11 and 3301-37-12 of the Ohio Administrative Code. Guidelines shall contain, but not be limited to: required immunizations; emergency authorization; procedures for emergency situations; posting of emergency phone numbers; child supervision; parent notification of injury; administration of medication; First Aid materials. Guidelines shall also meet requirements of sections 3301.53 and 3737.73 of the Ohio Revised Code.

Preschool Health and Safety Guidelines

1. The parent shall provide, prior to the date of admission or not later than thirty (30) days after the date of admission, and annually from the date of examination, a report from a licensed physician stating that the child is in suitable condition for enrollment in the program.
2. Along with this information, proof shall be provided that the child has had all the required immunizations for his/her age. Permission from the parent or guardian will also be required as follows:

- A. Emergency medical and dental care
 - B. Emergency transportation
 - C. Names of persons to whom the child may be released
3. As part of the registration process the following information will be ascertained: list of medications, food supplements, modified diets or fluoride supplements currently being administered to the child; food or other allergies; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.
 4. Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands with soap and water when dirty; after toileting; after assisting a child with toileting; before providing snacks; when hands have been in contact with nasal or mucous secretions. Disposable towels shall be provided in the classroom at all times.
 5. Children shall be supervised at all times. Toys and equipment shall be clean and well maintained. Children shall be shown how to correctly and safely use equipment. Toys, materials and equipment shall be inspected periodically for safety and disinfected. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Spray aerosols shall not be used at any time when the children are present. Other health practices, such as not putting objects in their mouths, shall be emphasized.
 6. There will be immediate access at all times to a working telephone in the preschool room.
 7. Procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year and records of these drills shall be maintained at the school.
 8. Children shall be allowed to leave the classroom only with parent or designated persons. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written permission from the parent. A picture ID may be requested from the person picking up the child.
 9. One staff member shall be in the preschool building at all times and shall have completed a course approved by the State Department of Health or approved by the "American Red Cross" in:
 - A. First Aid
 - B. Communicable Disease Prevention and Management
 - C. Child Abuse Recognition and Prevention

In case of an accident, an adult shall remain with the child until parent or responsible individual arrives. If parent or responsible individual cannot be reached, emergency medical treatment shall be obtained, if necessary, as designated on the emergency medical form. A first aid kit shall be present in the preschool building at all times. An accident/incident report shall be completed when an accident or injury occurs. The parent will be asked to sign the report which will be kept in the student's file and on file in the nurse's office. A copy of the report will be provided to the parent.

Staff trained to recognize symptoms of communicable disease and illness shall observe each child daily. If the child is suspected of having a communicable disease or illness,

parent or designee shall be notified of suspected illness and shall be asked to come to the school and take the child home. If parent or designee cannot be reached, the child shall be kept in a supervised isolated area until able to be picked up. Parents shall be asked to keep the child home until symptoms disappear, without a fever for 24 hours (without receiving medication to lower a fever) and/ or medical treatment has been obtained.

In case of suspected child abuse, the Archdiocese of Cincinnati procedure for reporting child abuse will be followed as well as the state and local mandated reporting procedures.

10. No medication, vitamin or special diets shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. Students may not keep medicine in their possession. This includes cough drops and any over the counter medication.

IMMUNIZATIONS REQUIRED BY THE OHIO DEPARTMENT OF HEALTH

Records will be on file in the preschool office which show that each child has received immunizations required by the state for admission to school or has had immunizations required by the Department of Health for preschoolers. The required immunizations are listed below:

- 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 or IPV)**
- 1 Dose of **MMR** (Measles, Mumps, Rubella) administered on or after the first birthday
- 3-4 Doses of **Hib** (Haemophilus Influenza Type b) depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months

Or

- 1 Dose of **Hib** (Haemophilus Influenza Type b) if given on or after 15 months of age
- 3 Doses of **Hepatitis B**

Any child whose immunizations do not meet the above requirements will not be admitted to John XXIII Preschool.

John XXIII Preschool abides by Ohio Statute 3313.671 regarding immunization exemptions.

MEDICAL, DENTAL AND SAFETY EMERGENCY PLAN AND PROVISIONS

1. A First Aid Kit will be located in the preschool building.
2. Emergency Phone Numbers shall be posted by the telephone in the classroom:
 - Emergencies in all areas 9-1-1
 - Middletown Police Department 513-425-7700
 - Middletown Fire Department 513-422-4511
 - Atrium Medical Center 513-424-2111
 - Poison Control Center 800-222-1222
 - Butler Co. Health Department 513-424-5351
3. At least one preschool staff member will have completed an approved course in: First Aid; Prevention, Recognition, and Management of Communicable Disease; Child Abuse Recognition and Prevention.
4. Children's records including but not limited to medical information, immunization record, emergency authorization forms, and authorized release forms will be located in the nurse's or school's office.
5. Medical and dental emergency procedures will be posted in the preschool room near the door so as to be available to school personnel, children and parents.
6. In case of an emergency, teachers remain with their class of children. If there is a medical emergency, it will be handled by the nurse or staff person trained in first aid. Parents will be contacted immediately.
7. Children will only be transported by the life squad.
8. In case of illness in children, refer to the policy on Communicable Disease Management posted in the preschool classroom. Make the ill child comfortable on a cot away from the other children in the classroom or in the nurse's office. Refer to emergency information in the child's records.
9. In the case of suspected child abuse, the Archdiocese of Cincinnati protocol for reporting will be followed as well as the state and local mandated reporting procedures.
10. Authorization of emergency transport forms and children's information sheet must be taken to the hospital.

Preschool Management of Communicable Disease Policy

It shall be the responsibility of the John XXIII Administrative Team to develop Guidelines for the Management of Communicable Disease for John XXIII Preschool. Such guidelines shall be listed in the Preschool Handbook and shall meet the requirements set forth in section 3301- 37-11 of the Ohio Administrative Code. Guidelines shall contain but not be limited to: personnel training as set forth in section 3301-37-07 of the Ohio Administrative Code; signs and symptoms of communicable disease; procedures for addressing a child with a suspected communicable disease; procedures for addressing a child that is mildly ill.

GUIDELINES FOR MANAGEMENT OF COMMUNICABLE DISEASE

It is the policy of John XXIII Preschool to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of

all persons in the program. The maintenance of sound habits in personal hygiene is each individual's and family's responsibility. Effective communicable disease control measures are dependent upon the co-operation of all involved. The following guidelines meet the requirements set forth in section 3301-37-11 of the Ohio Administrative Code.

I. Prevention

- A. One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit a yearly statement from a physician stating they are free from apparent communicable disease and have had the required immunizations as determined by the Ohio Department of Health.
- B. An immunization record is required by section 3313.67 of the Revised Code.

II. Control

- A. Control measures stop the spread of disease by breaking the chain of infection. **If a child has any of the following illnesses, he/she should be kept home from school:**
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Eyes that are red and have thick drainage, especially if crusted upon awakening. (Need to check with doctor for medication).
 - Temperature of 100 degrees or higher. Children should not return to school until they have a normal temperature, without benefit of fever reducing drugs, for 24 hours. Examples of fever reducing drugs are Tylenol or Advil.
 - Untreated, infected skin patch(es).
 - Unusually dark urine/or grey or white stool.
 - Evidence of lice, scabies or other parasitic infestations.
 - A rash of undetermined origin. Can check with doctor or nurse.
 - Vomiting or diarrhea within last 24 hours. (Not related to a known, non-infectious cause such as gagging on something or mild diarrhea related to medication.)
 - Sore throat with a fever or tender and/or swollen neck glands, especially if accompanied by difficulty swallowing or talking (Check with doctor).
 - Severe cough that has not been evaluated by a doctor.
- B. Hand washing shall remain our most important measure in controlling the spread of disease (refer to "Hand washing" in the Preschool Health and Safety Policy and Guidelines). All preschool staff shall be trained in appropriate hand washing procedures.
- C. Management of the Ill Child
 1. At least one staff member in the preschool building shall be trained in the recognition of communicable disease or other illness.
 2. A person trained to recognize the common signs of communicable diseases or other illnesses shall be available in the preschool room at all times.

3. A person trained in first aid shall be available to the preschool building at all times.
4. A communicable disease chart shall be posted in the preschool classroom.
5. Emergency medical and dental procedures shall be posted in the preschool classroom.
6. If communicable disease, illness or fever is suspected based on physical observation, the child's temperature should be taken.
7. If the child displays any of the following symptoms, the child will be immediately isolated and parent or guardian will be called to come and remove the child from school. A child who is isolated is always accompanied by an adult who is within sight of the child.
 - Diarrhea (more than one abnormally loose stool within a 24 hour period)
 - Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis (pink eye)
 - Temperature of 100 F degrees or above
 - Untreated, infected skin patch(es)
 - Unusually dark urine and/or grey or white stool
 - Unusual spots or rashes
 - Sore throat or difficulty in swallowing
 - Vomiting
 - Evidence of lice, scabies or other parasitic infestations.
8. Minor symptoms may exist that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.
9. An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be laundered after use. Equipment in the classroom will be washed and disinfected with germicidal detergent, if needed.
10. If the child is isolated for discharge and/or further observation, the following steps shall be observed:
 - The child shall be placed in a room or a portion of a room not being used for other types of child care.
 - The child shall never be left unsupervised.
 - The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. After use by the ill child, the cot will be disinfected.
 - The child shall be observed for development of worsening condition or additional symptoms.

11. If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:
 - The parent or responsible party (as stated in the Emergency Medical Authorization Form) shall be notified of suspected illness.
 - If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers shall be readily accessible to all staff.
 - Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behavior.
 - Parents are asked to keep the child at home until symptoms disappear and/or medical treatment has been obtained.
 - All parents shall be notified if their child has been exposed to a communicable disease.
 12. **Parents are requested to promptly notify the Preschool if their child has been exposed to a communicable disease.**
 13. **A child will not be readmitted to preschool until he/she has had a normal temperature for 24 hours without the aid of medication to lower the temperature.** After a child has had a communicable disease, the parent should confer with the teacher and physician to determine when it would be advisable for the child to return to school.
- D. The Mildly Ill Child
1. A mildly ill child is defined as a child who is experiencing minor common cold symptoms but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. **We do not, however, care for any child who cannot participate in daily preschool activities.**
 2. The Preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.
- E. A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated. If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom.
- F. No medication shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container

- (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
- G. Preschool staff exhibiting any signs or symptoms listed above of communicable disease shall be sent home immediately.

Licensing

John XXIII Preschool is licensed by the Ohio Department of Education and approved by the Archdiocesan Dayton-Area Commission on Education. Our teacher and aide(s) are licensed by the State of Ohio.

Religion

Our total program aims at imparting the message of Jesus by making this message alive through the experience of Christian community and service.

All students are required to participate in religion instruction and activities.

Snacks

A daily snack will be provided that consists of servings from two of the food groups. Parents may be asked to provide snacks and shall be provided with information on nutritious snack choices. Snack menus for the entire week will be posted on the parent bulletin board and will reflect the snacks to be served by the program. Any substitute foods served will be from the same basic food group and will be recorded on the posted menu on the day the substitute food is served. Food allergies or food restrictions are to be documented on the **MEDICAL HISTORY STATEMENT** form and appropriate snack arrangements will be made through teacher/parent conference. Children are permitted to bring in treats to share with their classmates on their birthday. Prior arrangements with the teacher are requested. The program shall be in compliance with sections 3313.81 and 3313-813 of the Ohio Revised Code.

FOOD ALLERGY POLICY. Food and latex allergies can be life threatening. Foods most likely to cause severe reactions include peanuts, tree nuts, dairy products, eggs, wheat and shellfish. Latex is used in the manufacture of many products including some balloons, gym balls, and bandages. John XXIII uses the following procedures to help reduce the risk of accidental exposure of an allergic child at school:

1. Completion of an Allergy Action Plan for each allergic child to be kept on file at school and updated yearly with current picture and parent and physician signatures.
2. Required emergency medications, such as epinephrine, available at school with the required medication forms completed.
3. Parent will conference with the classroom teacher and school nurse at the beginning of each school year. Specific plans will be made for each individual child, particularly with regard to classroom snacks.

4. Teachers and staff will receive instruction yearly on how to recognize an allergic reaction and what to do.
5. Cafeteria staff will have procedures in place to prevent any peanut butter from coming in contact with other foods, utensils or surfaces and thereby expose an allergic student. A “peanut free” zone will be available in the cafeteria.
6. Only latex free bandages and gloves will be used and distributed to teachers, staff and volunteers. Latex balloons will be prohibited from the classroom and in other areas where an allergic child may have contact. Latex gym equipment will not be used around a child with a latex allergy.
7. Parents will educate their child on managing his or her allergy at school.
8. Teachers will be instructed not to use peanut or tree nuts or their products in art or science lessons.
9. Care will be taken to include the child in school activities and no teasing of the allergic child will be tolerated.

All children should be fed breakfast before arriving at preschool.

Toys

Our classroom is well-equipped and your child is busy during the time he/she is with us. Experience tells us that a child’s personal toys/possessions can cause unhappiness if lost or broken, so they are best left at home.

The school will supply a travel bag for carrying items to and from school. Check your child’s travel bag on a daily basis. The children may have projects, artwork, or notes from the teacher to share with you.

Tuition and Fees Policy

It shall be the responsibility of the John XXIII Administrative Team, in conjunction with the John XXIII School Board, to annually develop Guidelines for the Preschool Tuition and Fees, and said guidelines shall be listed in the Preschool Handbook.

Tuition & Fees Guidelines

\$95/month	2 days per week (Thursday and Friday)	3 year olds
\$115/month	3 days per week (Monday, Tuesday, Wednesday)	4 year olds
Fee for Optional Supervised Playtime (7:45-8:30 a.m.)	\$5/day or \$30/month 3 year olds	\$5/day or \$45/month 4 year olds

Tuition and fees are subject to yearly review.

Collection Procedures

Tuition for the preschool will be collected monthly. Tuition will be due on the first of each month. Payments may be dropped off at school or mailed to John XXIII Preschool, 3806 Manchester Road, Middletown, Ohio 45042.

Fees for the optional supervised playtime can be paid monthly at a discounted rate (see above fee schedule). If only used occasionally, fees should be paid on the day of service.

The \$50 non-refundable registration fee is due with the application for registration. Registration is considered official once the required preschool forms (see list below) and registration fee are returned to the school office.

Required forms for registration:

Preschool Registration Form
Copy of Birth Certificate
Social Security Number

Required forms due by August 14, 2010:

Authorized Pick-Up Form
Contact and Release Form
All Health Forms

- Health History Form
- Physical Examination and Immunization Form
- Emergency Medical Authorization Form

Reduction in Tuition

Tuition will not be refunded or reimbursed due to absence or for days school is delayed or closed.

Visitors

Parents are welcome to visit. Parents who want to observe are asked to call the office one day in advance to make sure there aren't any conflicts.

All visitors, including volunteers, are to report to the school office in order to receive permission to go to any part of the school building. If you need to discuss something quickly with the teacher, please send a note as the teacher has responsibilities and duties.

Volunteers

You may be asked to volunteer for the preschool program. Volunteers are welcome. We ask that siblings do not come along on these occasions due to the ratio and licensing requirements as well as liability issues. All regular volunteers must complete the mandates of the Archbishop's Decree on Child Protection.

Withdrawal Policy

It shall be the responsibility of the John XXIII Administrative Team to develop Guidelines for the Preschool Withdrawal Policy, and said Guidelines shall be listed in the Preschool Handbook. The guidelines shall address, but not be limited to, withdrawals initiated by the Preschool and withdrawals initiated by the family.

Withdrawal Guidelines

If parent(s) and Preschool Teacher determine the child is not socially/emotionally ready for the program or is not completely toilet trained, the tuition fee shall be prorated (daily rate x number of days in program). If after consulting the teacher and no agreement is reached, the parents have a right to appeal to the principal. If the child is withdrawn from the program for other reasons, the full monthly fee shall be charged. Parents are required to submit in **writing to the Preschool Teacher** a two week notice.

School's Right to Amend

John XXIII Preschool retains the right to amend the handbook for just causes and that parents will be promptly notified in writing if changes are made.