Saint Paschal Baylon Catholic Preschool

Parent/Student Handbook 2026-2027

Saint Paschal Baylon Catholic School

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DIOCESE OF CLEVELAND

Philosophy and Goals of the Preschool Program

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept herself/himself, relate to others, and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

A Catholic preschool program strives to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. In partnership with the church, parish community, and the family, a Catholic preschool provides a Catholic Christian education through which gospel values are presented, lived and fostered.

A quality early childhood program promotes a safe and stimulating environment that promotes the spiritual, social, emotional, physical and intellectual growth of a child. Children should be provided with opportunities to investigate and explore their world creatively in a hands-on environment. Children are unique individuals who are eager to learn and we should value their differences, needs, learning styles, experience and interests. Extensive research has shown that children learn through active involvement and play, constructing, demonstrating and representing their knowledge in a wide variety of ways. The social component of learning stresses the importance of interactions, cooperation and collaboration. Early childhood educators recognize that learning opportunities must be age and individually appropriate. A developmentally appropriate program recognizes that:

- Children construct their own knowledge
- Learning activities must be active not passive
- Language develops best in a social context
- Families and communities must be more fully involved as partners with schools
- Appropriate assessment strengthens learning and teaching
- Positive social environments contribute to learning
- Inclusive programs expand opportunities for all children
- Honoring children's cultural backgrounds helps them maintain and build self respect and honor the cultures of others.

Nondiscrimination Policy

Saint Paschal Baylon Catholic School admits students of any race, color, national and ethnic origin to all of the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

MISSION STATEMENT

The Eucharistic community of Saint Paschal Baylon Catholic School focuses on Christ-centered values and develops the unique potential of each student through a rigorous and engaging curriculum.

BELIEF STATEMENTS

- We believe in developing the characteristics of compassion, character, courage, and civility all centered on Christ.
- We believe in the importance of a faith-filled community that inspires Christian witness through service.
- We believe in empowering our students to be critical thinkers and problem solvers through the use of technology and other resources.
- We believe in creating authentic and diverse learning opportunities which maximize our students' potential for success.

PRESCHOOL PHILOSOPHY AND GOALS

The philosophy and goals of the St. Paschal Baylon Preschool Program have been developed based on the guidelines provided by the Diocese of Cleveland. The guidelines include that the child should:

- Become aware of the fact that he/she is a child of God and will grow in His love.
- Develop a positive self-image and acknowledge his/her self-worth.
- Develop basic social skills.
- Increase independence.
- Develop a trust in adults other than his/her parents.
- Enjoy being part of a group and accept the need to share and cooperate.
- Respect the rights of others and defend his/her own rights.
- Develop the desire to learn.

ADMINISTRATION PROCEDURES

Admissions/Age And Type Of Program

Admission to the Saint Paschal Baylon Preschool is open to children who have turned 3, 4, or 5 years old by August 1 of the year of enrollment. Admission to Junior Kindergarten is open to children who will turn 5 by January 1 the year following admission. These children must have at least one year of preschool experience. A screening by the junior kindergarten teacher may also be required.

Early Learners Program:	Tuesday, Wednesday, Thursday from 8:15-10:45 AM OR 11:45 AM-2:15 PM
Pre-K Program (½ day):	Monday through Friday from 8:15-11:00 AM
Pre-K Program (full day):	Monday through Friday from 8:15 AM to 2:15 PM
Jr. Kindergarten Program:	Monday through Friday from 8:15 AM to 2:15 PM

All children entering the preschool class must be toilet trained. (See Appendix for our policy)

Admissions Priority

Children will be considered for admission to St. Paschal Baylon Preschool based on the following priorities

1. **Siblings:** Children who have siblings currently enrolled in our day school.
2. **Siblings**: Children who have siblings currently enrolled in our preschool.
3. **Parishioners:** Children of families who are registered and supporting parishioners of St. Paschal Baylon Parish as determined by the parish office (application date, regular contributions).
4. **Non-Parishioners:** Children will be admitted on a first-come, first-served basis, depending on the available space in the program of your child's age level.

Attendance Policy

Due to safety reasons, parent(s)/guardian(s) are asked to notify the teacher AND CALL THE SCHOOL OFFICE (440-442-6766) between 8:00 AM and 9:30 AM each day their child will be absent from the preschool program. If the illness is of a **contagious nature,** please notify the school immediately.

Calendar

The Saint Paschal Baylon Preschool will begin in September and conclude in May. On days Saint Paschal Baylon Catholic School is closed, the preschool will also be closed. A yearly calendar is sent home to parent(s)/guardian(s) at the start of the school year, at which time parent(s)/guardian(s) will be notified of specific calendar dates.

Emergency Closing Procedure

If the Mayfield City Schools close, Saint Paschal Baylon Catholic School and Preschool are also closed. Parents will be notified of school closing via email, text and/or phone call. Closings will be posted on social media as well as local TV stations. If there is an emergency affecting **only** Saint Paschal Baylon Catholic School, parent(s)/guardian(s) will be notified.

Family/ Custodial Situations

Relationship With the School

Saint Paschal Baylon Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we

have been notified otherwise. Saint Paschal Baylon Catholic 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, progress reports, discussions with school personnel, and tuition statements.

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

In case 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 entire decree bearing the case number, with 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 non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. Saint Paschal Baylon Catholic School 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 casework 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, parents 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 period. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, 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 Saint Paschal Baylon Catholic 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 procedure; or circumstances you feel necessitate other arrangements, please contact the principal personally.

Office Hours

Phone messages for teachers will be accepted from 7:30 AM to 3:00 PM. Parent(s)/Guardian(s) may also email the teachers. Teachers will return your call or email during the day when they are free or after school.

Parent/Guardian Participation And Communication

Parents are the first educators of their children. Their participation in the preschool program is needed and welcomed. Preschool families receive all of the communications prepared for the families with children in Grades K-8. In addition, they receive the special handbook for the preschool program and consistent communication from the teachers. A family newsletter is sent out weekly to parents of students in preschool through eighth grade.

The school year will begin with a meeting at which time the parent(s)/guardian(s) will receive a full orientation to the preschool program and have the opportunity to assist the teacher in orienting their child to the preschool classroom and school building. Throughout the year when dropping them off and picking them up, parent(s)/guardian(s) have an opportunity for daily communication with their child's preschool teacher.

Registration

Re-registration of children attending St. Paschal Baylon School: Families whose children attend preschool will be required to re-register each year. This re-registration will take place in January. A non-refundable registration fee is due at this time.

Registration of New Children: Registration of new children will take place in January after the re-registration of the current preschool students. New families will complete registration materials. A non-refundable registration fee is due at this time.

Tardy Policy

A child is considered tardy to preschool if he/she arrives after 8:15 am. If a child arrives after 8:20, parents must park in the school parking lot, sign in to the office, and walk their child down to the preschool. The office staff is not available to transport late preschool students to their

classroom. Parents are expected to pick their children up promptly at dismissal time. If a parent is late for pickup on more than three occasions, they will be contacted by the administration.

Withdrawal Policy

The preschool reserves the right to assess all incoming students to determine readiness for the preschool program. Every child will be assessed after 6 weeks of school to determine school readiness. If needed, a conference will be held to assess the child's needs and a course of action. If a student is asked to withdraw, a pro-rated refund of their tuition will be made. **The preschool director and/or school principal reserve the right to ask a parent to withdraw their child at any time if the child is repeatedly violent or displays behavior that is detrimental to his or her safety as well as the safety of others.**

FINANCES

Non-Payment Policy

If your tuition has not been received (FACTS/ANNUAL), your child may not attend the preschool program.

NSF Checks

It is the policy of Saint Paschal Baylon Parish that checks returned from the bank identified as NSF will be treated as follows:

First Offense: NSF check writer will be assessed an amount similar to the charges assessed to the parish for handling such NSF checks (currently $25.00).

Second Offense: NSF check writer will be assessed an amount similar to the charges assessed to the parish for handling such NSF checks, and required to pay tuition and other fees only by cash or certified check.

Tuition/Fees:

Tuition and fees are determined yearly by the Saint Paschal Baylon Finance Council. There are only 2 payment options:

1. FACTS: Monthly Payment (call the school office for additional information).
2. ANNUAL: Due on August 1.

REGISTRATION FEE: A non-refundable registration fee is due at the time of registration.

CURRICULUM

A quality preschool program should be designed to suit the developmental needs of young children, promoting their spiritual, emotional, social, physical and intellectual growth.

Our curriculum is center-based, using an integrated approach where learning occurs

through active exploration and interaction in a "hands on" environment. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit. The components comprising the curriculum of a quality preschool program are:

Language

Language is the development of communication skills that enable a child to share his/her world with others. At the preschool level, these skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feelings in various ways. An awareness of the five senses will stimulate a child's curiosity as to the different ways his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry and finger plays as well as writing classroom stories about field trips, events, etc., enhance the love of language.

Personal-Social Development

Personal-social development is the primary goal for the young child entering preschool. A positive self-concept is essential to successful learning. The more a child understands himself/ herself, the better equipped he/she is to relate to other children and adults. Basic social interaction between two children, the teacher and a child, and as a member of a group, provide ways in which the child establishes autonomy and learns skills to help him/her relate to his/her world.

Personal development includes knowing name and age, eventually learning address, phone number and birth date, caring for toileting needs, separating from parent with relative ease, caring for own belongings and respecting others.

Social development includes cooperative play, sharing, following directions, initiating conversations and play situations with peers, entering into group activities, developing a positive relationship with teachers and caring about others.

Religion Readiness

This is an integral part of the Catholic preschool program. It is the preparation time for more formal instruction in the years ahead. Religious readiness involves the development of a positive self-image in relationship to a loving God. This basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child's sense of God comes from the warm atmosphere of love and acceptance in the preschool environment where the child learns about God's wonderful world. Classroom prayer and paraliturgies, appropriate to the child's developmental level, prepare him/her to participate in the celebrations of the Church.

Multicultural Awareness

A positive social development includes awareness on the part of the child of the similarities and differences in family life styles and cultures. Self-concept activities, stories, field trips and holiday customs are a few multicultural activities that enhance the child's awareness that people are alike in many ways but may have different ways of expressing themselves.

Play

Children learn through play. They need opportunities and experiences to explore, ask questions, test out their theories and draw conclusions. Play is the cornerstone of learning for the young child. What starts out as fun and play gradually turns into a learning experience. All play activities hold the potential for growth and learning. Play teaches children about themselves and their world. Play is a way of life for children. Saint Paschal Baylon Preschool offers young children the opportunities to learn and grow through a planned developmentally appropriate curriculum that has its roots in play.

Art

Art for the young child focuses on process rather than product. Copying a picture made by the teacher or a friend is not art. Art is a process of exploring and discovering, for example, what happens when two colors are swirled together or you color with crayons on a warming tray. Art is being creative and enjoying the "doing" of the activity. Imagination and materials are the only tools needed to be creative. The preschool program has a variety of materials and medium with which to work. Our emphasis is to encourage discovery and creativity in the young child.

Music and Movement

Music is the channel for creative expression in two ways; the manner in which sounds are communicated by the music-maker and the emotional and physical response that sound evokes from the listener. Singing, listening to music, using rhythm instruments and making instruments, dancing, and other rhythmic activities are ways of developing a love and appreciation for music. Rhythm and movement provide an outlet for creative expression and the joy of using the body in dance, games and organized play.

Motor Skills

Motor skills are a vital part of the young child's development and are crucial to the learning skills he/she will need in the future. The preschool child learns with his/her body. These motor skills are not to be overlooked in favor of cognitive skills.

Gross Motor:

Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities of walking, running, jumping and hopping. Hand-eye coordination is attained by throwing a large ball or bean bag, catching and aiming at a target. Games which require adherence to strict and limiting rules, however, are not appropriate for young children.

Fine Motor:

Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, and pasting, crayoning, painting, pouring, lacing and using scissors. Dexterity and strength of the small muscles are developing skills that enhance reading and writing readiness. Use of the natural hand preference is observed and encouraged, although hand dominance is not yet achieved.

Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

Materials Selection Policy

All preschool materials are carefully selected by the principal and preschool teachers and staff to enhance a creative learning environment in which the preschooler can experience age-appropriate developmental experiences and play activities. Materials reflect the philosophy, goals, and curriculum of St. Paschal Baylon Preschool Program. Child safety is always a factor in material selection. Play materials are arranged so that children may select, remove and replace them with a minimum of assistance.

Supplies

Parent(s)/Guardian(s) will be notified of supplies during the summer and at the orientation meeting. Students will be permitted to bring only two handled book bags to school.

Parent Conferences

An evaluation will occur after the first 6-8 weeks of school. If needed, a parent/teacher conference will be requested. One mandatory conference will be held in November to evaluate student progress. A second conference may be held in the spring to make plans for the following school year. This conference is scheduled by request.

Schedules:

Early Learners (Tuesday/Wednesday/Thursday 8:15-10:45 AM or 11:45-2:15 PM)

8:15 AM/11:45 AM	Arrival
	Circle Time
.	Discovery Time
	Clean Up
	Bathroom Break
	Story Time
	Snack Time
	Quiet Reading
	Prepare for Dismissal
	Outdoor/Large Muscle Activities
10:45 AM/2:15 PM	Dismissal

Pre-K (½ day) (Monday through Friday 8:15-11:00 AM)

8:15 AM	Arrival
	Circle Time/SmartBoard Activities
	Music
	Discovery Time/Learning Centers
	Clean Up
	Bathroom Break
	Snack Time
	Circle/Story Time
	Group Time

Prepare for Dismissal
Outdoor/Large Muscle Activities
11:00 AM Dismissal

Pre-K (full day) (Monday through Friday 8:15 AM-2:15 PM)

8:15 AM Arrival
Circle Time/SmartBoard Activities
Music
Discovery Time/Learning Centers
Clean Up
Bathroom Break
Circle/Story Time
Lunch and Gym
Group Time/Enrichment
Prepare for Dismissal
Outdoor/Gross Motor Activities
2:15 PM Dismissal

Jr. Kindergarten (Monday through Friday 8:15 AM-2:15 PM)

8:15 AM Arrival
Circle Time/SmartBoard Activities
Music
Discovery Time/Learning Centers
Clean Up
Bathroom Break
Circle/Story Time
Lunch and Gym
Group Time
Prepare for Dismissal
Outdoor/ Gross Motor Activities
2:15 PM Dismissal

Staff

The child staff ratio is maintained according to the guidelines set forth by the Ohio Department of Education and the Ohio Department of Children and Youth. All staff are specifically trained in Early Childhood Education. Further training is required in First Aid, Communicable Disease Control, Child Abuse Recognition and Prevention, and Handwashing and Disinfecting Procedures.

SCHOOL POLICIES AND PROCEDURES

AIDS Policy Regarding Students (Diocese of Cleveland)

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings provided:

1. The health of a child, as documented by his/her physician, allows participation in a regular academic school activities.
2. The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parent(s)/Guardian(s) have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immunity Deficient Syndrome), ARC (Aids Related Complex), or other illness caused by HIV (Human Immune Deficient Virus that causes ADDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure property care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school or a Parish School or Religious Program shall be provided with an alternate means of catechetical instruction.

Birthday Celebrations

We ask that all treats being sent to school are **non-edible**. You are welcome to purchase a book to donate to the classroom library or school library in your child's name to recognize his/her special day.

Child Abuse Policy

We are mandated by the Ohio Revised Code 2151.421 to report any suspected case of physical or sexual abuse of any child.

Communicable Diseases

Parent(s)/Guardian(s) are asked to contact the school immediately when their child has been diagnosed as having a contagious condition. This includes pink eye, strep throat, head lice, and chicken pox, COVID-19. **When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for <u>at least 24 hours without the aid of fever-reducing medication.</u>** Notice of the contagious disease is sent home to parent(s)/ guardian(s) of children who are exposed in the preschool. (See Appendix).

<u>Cumulative Record Policy</u>

Pursuant to Section 3319.32 of the Ohio Revised Code, it shall be the policy of this preschool that cumulative records be maintained at the school. These records shall exhibit in addition to other information and data, the names of the students enrolled.

<u>Discipline Policy</u>

The goal of discipline is for each child to achieve self-control. Good discipline is founded on a loving and caring relationship between adults and children. Setting clear and fair behavioral limits that are enforced consistently and regularly are key elements in good disciplinary practice. There are two main reasons for setting limits in a classroom environment:

1. To prevent children from hurting themselves and others
2. To prevent the destruction of property, materials and equipment.

Limits help define the boundaries of behavior for children. The following developmentally appropriate practices will be used:

- Children will be guided to appropriate behavior by setting clear and consistent limits for classroom behavior.
- Positive reinforcement will be used to encourage appropriate behavior, for example, "Thank you for waiting so patiently for your turn."
- Using their mistakes as learning opportunities.
- Guiding children to resolve conflicts using their words rather than their hands.
- Helping children to verbalize the problem and then mediate the situation as they devise solutions to their own problems
- Redirecting children to more appropriate behavior or to another activity.

If a child continues to have difficulty following the discipline policy, the director/teacher will initiate observation times and conference with the parents. If the child's behavior continues to be disruptive to the class and the child is unable to learn self-control after three weeks, a written communication will be sent home. If after six weeks of assistance by teachers and parent(s)/ guardian(s), there is no improvement, parent(s)/guardian(s) will be asked to withdraw the child. **If a child is repeatedly disruptive, violent, or repeatedly hurts another student, he/she could be asked to withdraw from school or not return to school for a select period of time at the discretion of the principal or preschool director.**

According to the Ohio Department of Education Guidelines, the following policies shall be met:

- A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- There shall be no cruel, harsh, corporal punishment or any unusual punishment 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 himself or his 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.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Dismissals Due To Illness

When a teacher suspects a child is ill or when a child becomes ill or injured during the school day and needs to go home, the child will be isolated until a parent/guardian or other responsible party can be reached to pick them up. If the illness is considered to be communicable, the child will be sent to the clinic to await parent arrival, otherwise, the child will be isolated in the classroom.

Dress Code

Students may wear casual play clothes and tennis shoes. Children should be dressed comfortably for play and sitting on the floor. Appropriate outerwear for outdoor play is essential.

Grievance Procedure

If a parent/guardian has a grievance, the party involved should first address the individual with whom they have a grievance. If an understanding cannot be worked out between the two parties, a written grievance should be submitted to the director. The director will then speak to both parties and resolve the matter. A copy of this grievance form can be found at the back of the handbook.

Hand Washing Procedure

All children and staff members shall wash their hands when they enter school and prior to leaving for the day. Every classroom will have hand sanitizer pumps near the entrance. Teachers will also build into their schedules opportunities for handwashing.

Health And Accident Procedures

Saint Paschal Baylon is staffed by a health-aide who administers first-aid in cases of injury or illness. The preschool furnishes an emergency authorization form which directs the school's course of action in each individual case. It is essential that the parent notify the preschool of changes of phone number, address or employment throughout the school year so this data is always up-to-date. An accident report will be completed and sent home if necessary.

Health Services

Health and immunization reports are due on or before the first day of school for all children.

Lost And Found

Please "name tag" all clothing. Lost articles can be claimed outside the preschool room.

Medications

Saint Paschal Baylon School personnel can administer medications only when a specific procedure is followed. Forms must be obtained from the Clinic to be signed by the parent/ guardian and physician requesting medication to be given. Medication must be delivered by the parent/guardian to the school in a properly labeled container from the pharmacy. Parent(s)/ Guardian(s) should not send in medications with the child to be administered by the Clinic.

If your child has a health concern that will require leaving medication in the school clinic, or carrying medication with them at all times, please let the teachers know the nature of their health issue. Generally, this is for children with emergency needs such as nut allergies that may require the use of an Epi-pen/Benadryl. This is optional; it is a personal preference that is up to you and your child's physician whether you would like to leave a spare medication set in the school clinic. **Physician forms and medication will need to be in the clinic on the first day of school.**

If you have any questions, please feel free to contact the school clinic at (440) 442-6766 Ext. 15. The clinic hours are Monday through Friday, from 7:45 am to 2:30 pm.

Nutrition

A nutritious snack should be packed for your child each day. A nutritious snack may include one of the following items: fresh fruit or vegetables, yogurt, or string cheese.

School's Right To Amend

The preschool administrator and/or St. Paschal Baylon School retains the right to amend the handbook for just cause and that parent(s)/guardian(s) will be promptly notified in writing if changes are made.

Strep Throat Cultures
If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known.

Student Behavior Code
Saint Paschal Baylon Preschool is called to be a community based on the shared acceptance of the message and challenge of the Gospel. Growth in self-discipline, a healthy responsibility for Catholic moral values, and a loving respect for the rights of all persons are encouraged and nourished.

Visitors
All visitors are required to report to the school office before entering the school building.

TRANSPORTATION AND SAFETY
Please note that there is no bus transportation for preschool students from public school districts.

Preschool Arrival and Dismissal

Early Learners AM
Arrival: 8:15 am drop off at the school doors by the parish office horseshoe drive.
Dismissal: 10:45 am pick at the school doors by the parish office horseshoe drive.

Early Learners PM
Arrival: 11:45 am drop off at the school doors by the parish office horseshoe drive.
Dismissal: 2:15 pm pick at the school doors by the parish office horseshoe drive.

Pre-Kindergarten AM
Arrival: 8:15 am pull down Blue Ribbon Way and drop off at the cafeteria doors.
Dismissal: 11:00 am pick up. Pull down Blue Ribbon Way and pick up at the cafeteria doors.

Pre-Kindergarten Full Day
Arrival: 8:15 am drop off at the school doors by the parish office horseshoe drive.
Dismissal: 2:15 pm pick at the school doors by the parish office horseshoe drive.

Jr. Kindergarten
Arrival: 8:15 am pull down Blue Ribbon Way and drop off at the cafeteria doors.
Dismissal: 2:15 pm pick up at the Parish Life Center doors.

Drop off reminders:
- When dropping off at the cafeteria doors please have your child unbuckled and ready to exit the vehicle. Please pull up to the orange cones and drop off your child.
- If you have an older sibling in the school: You can drop off your older child. Then you **MUST** wait until after 8:05am to pull down Blue Ribbon Way and drop off your preschool

child since K-8 bus students need to be dropped off. Doors to the preschool will be opened at 8:15.

Parish Life Center and horseshoe pick up reminders:

- You must park and walk to the doors to pick up your child.
- Please park in lined parking spaces and do not create your own spaces.

These procedures have been established for the safety of your child and all the students in our school. Thank you for your cooperation.

Safety Procedures

Simple preschool routines are established for walking through the halls, going to the lavatory, and entering/leaving the building. Fire and tornado drills are discussed and practiced. Fire drills are held once a month. All drills are given with advance notice so preschoolers can be properly prepared by their teacher.

Security System

All school doors will be locked from 8:15 A.M. until 2:30 P.M. It is required by state law for anyone who needs to enter the school building to come to the school office and ring the buzzer and identify themselves. Students and faculty are instructed not to open doors for people who want to get in the building. Thank you for your understanding and cooperating as we work together to keep our children safe.

Volunteers Criminal Records Check

Senate Bill 187 (Section 109.575) requires that volunteers who have "unsupervised access to a child" on a "regular basis" may be required at any time to provide fingerprints and a criminal records check may be conducted.

APPENDIX

Saint Paschal Baylon Catholic Preschool Toilet Training Policy

Children enrolled in preschool must be toilet-trained before attending preschool. A child having frequent accidents would not be considered toilet-trained. Please note that a child wearing pull-ups or multiple layers of underwear is NOT considered toilet-trained.

Why do children have to be toilet-trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull-ups, and our classrooms are not equipped for this.
- When an adult is attending to a child's soiled clothing, it takes away learning time for all students and removes one adult from the direct supervision of and interaction with the rest of the class.

A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing to go and use the bathroom
- Pull down his/her clothes and put them back on without assistance
- Wipe him/herself after using the toilet
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom, or if we are away from the classroom
- Wake up during nap time, should they need to use the bathroom

We have many scheduled bathroom breaks, and we certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet-trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year.

A child will not be considered toilet-trained for our preschool program if the child continues to have toileting accidents. The following policies will be in place for children who have accidents:

- When the first accident occurs, the parents will be notified by the teacher, and they will be reminded of the policy.
- After the third accident, the parent will be notified with the understanding that the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If the child has another accident after he/she has stayed home for a week or longer to work on toilet training, the parents will be asked to withdraw their child from Saint Paschal Baylon Catholic Preschool. Tuition will be refunded on a prorated basis. Registration fees will not be returned.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Cleaning up accidents in a preschool setting is not only unsanitary and time-consuming, but also takes teachers away from engaging with children and effectively delivering the curriculum. This policy is intended to ensure the safety and happiness of children and staff at Saint Paschal Baylon Catholic Preschool. Thank you for your cooperation and understanding.

HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES

Please follow these health guidelines to determine if your preschool child should be kept home from school:

1. If a child has more than a runny or stuffy nose, he/she should not come to School.
2. Please keep your child home 24 hours after the break of a fever.
3. If your child is sick during the night or before school, please keep him/her home.
4. If you suspect a strep throat and have a culture taken, please **DO NOT** send your child to school until you receive the result of the culture.
5. Children having two or more diarrhea-like-stools should be kept home.

If your child becomes ill while in school, the child's parents will be notified. A staff member will notify the parent or guardian of a child's condition when a child has been observed with the signs/symptoms listed on the communicable disease chart. A child who exhibits symptoms of a communicable disease will be isolated but supervised. No child shall be left alone or unsupervised. Please inform the school if your child becomes ill with a contagious illness. A note will be sent home with the other children to warn parents of contact and incubation of the communicable disease.

If your child is "mildly ill," experiencing minor cold symptoms, or does not feel well enough to participate in activities, but is not exhibiting any of the symptoms specified above, he/she will

be permitted to stay at school and will be monitored frequently and observed carefully for signs and symptoms of worsening conditions. If a child's symptoms worsen, he/she will be isolated from the other children and the parent or guardian contacted to arrange for the child to be taken home from preschool.

If a child requires medication of any kind during class time, parents must complete and sign a form giving health personnel permission to administer the medication. No child may carry medication of any kind on their person.

The following is a list of the most common communicable diseases and their symptoms:

1. Chicken Pox; Feverishness...rash appears in the form of small pimples, which, in a day fill up with a clear fluid. Incubation period between 14-21 days. Isolation period at least 7 days.
2. Measles (Rubella): Head cold, feverish, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. Incubation period between 7-14 days. Isolation period of at least 5 days from the time rash appears.
3. German Measles (Rubella or 3 day measles): Mild measles...blotchy, fine, red rash on face and abdomen. Swollen glands particularly in the back of neck. Incubation period 14-21 days. Communicable for 48 hours after rash appears.
4. Mumps: Fever, swelling on side effaces and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared.
5. Scarlet Fever and Streptococcus (sore throat): Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2-5 days. Isolation for 48 hours after start of antibiotic treatment. May be admitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.
6. Impetigo: Blister-like lesions which later develop into crusted pus-like sores which are irregular in outline. Incubation period 2-5 days, occasionally longer, communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.
7. Conjunctivitis (Pink Eye): Redness and swelling of the membranes of one or both eyes with burning and itching, sensitivity to light, and a discharge. Immediate medical treatment needed. Exclusion from school until fully recovered. Communicable during the course of the infection and until discharges cease.
8. COVID: SPB will follow the guidance of the Cuyahoga County Board of Health (CCBH), the Ohio Department of Health (ODH), and The Centers for Disease Control (CDC) in the event of an exposure or suspected exposure of a student, staff member, or a member of the immediate household.

Management of Communicable Diseases in our Preschool

- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

    ✔ Diarrhea

- ✔ 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 degrees
- ✔ 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 other time during the day shall be determined by the nurse and a school administrator. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:
  - ✔ Unusual spots or rashes;
  - ✔ Sore throat or difficulty in swallowing;
  - ✔ Elevated temperature;
  - ✔ Vomiting.

Healthcheck Services

Healthcheck services are available for families that are eligible for Medicaid. Healthchek 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 are covered by Medicaid. Healthchek 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, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.
If you are interested in more information about this service, please visit:
http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx

GRIEVANCE

NAME: _____

PHONE NUMBER:_____

Please state the issue and steps you have taken to resolve this issue below:

_____

_____

_____

_____

_____

_____

Signature:_____

Date: _____

Please submit to the preschool director/principal.