

## **ST. MARY MISSION STATEMENT**

St. Mary School follows the examples of Our Patroness, Mary, and her Son, Jesus Christ by serving others, by preparing academically for our future and by respecting all of God's creation.

## **ST. MARY PRESCHOOL PHILOSOPHY**

We are dedicated to providing children with a curriculum that offers them the opportunity to learn, explore and expand their minds. Our program is developmentally age appropriate. It is a program that is based upon Catholic traditions and faith, which we live out in our mission statement.

## **PRESCHOOL GOALS**

The child should:

1. Develop a positive self-image and acknowledge his/her self-worth.
2. Develop basic social skills.
3. Increase independence.
4. Develop the sense of responsibility.
5. Be able to know the difference between a good or bad choice.
6. Develop communication skills.
7. Continue to develop creative play.
8. Actively participate in learning activities.
9. Develop language in a safe and social environment.

10. Become aware of the fact that he/she is a child of God and will grow in His love.

### **CLASS SIZE**

3 year olds: 1 adult for every 12 children; Maximum Class Size: 24

4 year olds: 1 adult for every 14 children; Maximum Class Size: 28

### **LENGTH OF SCHOOL DAY**

Half-Day Preschool: 7:45 A.M.-11:15 A.M.

Full-Day Preschool: 7:45 A.M.-2:30 P.M.

The full-day preschool has the opportunity to participate in the extended day program. The hours are 2:30 P.M.-5:30 P.M.

### **PRESCHOOL CLOTHING**

Dress your child in comfortable play clothing. Be sure the clothing is easy for your child to snap and button. School “play” clothing should be different from everyday play clothes the children wear at home. School play clothes should be clean, have no holes, rips, or tears, and no inappropriate sayings or logos. Please do not send your child to school with open-toed shoes, clogs or sandals. Your child can wear socks and sneakers.

## **ATTENDANCE POLICY**

Parents are asked to notify the school office by 8:15 A.M., each day your child is absent. Following any absence, a child is expected to bring a written excuse to the teacher. This note should be dated and the specific reason for the absence should be given. Due to the increase in preschool enrollment, your child will not be able to make up an "absent" day.

If your child is tardy (coming to school after 7:45), then you must accompany your child to the office to get a tardy slip.

### **Health Procedures/Communicable Diseases**

A physical exam is necessary each year and must be updated each year. If a child has more than a runny or stuffy nose, he/she should not come to school. Please follow this guideline 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 school, please keep him/her home.
3. If you suspect strep throat and have a culture taken, please DO NOT send your child to school until you receive the results of the culture.
4. Children having 2 or more diarrhea-like stools MUST be kept home.

If your child becomes ill in school, the child will be taken to the school clinic and parents will be notified. Please let the school office know if your child becomes ill with a contagious illness. A note will be sent home with the other children to warn the parents of contact and incubation of the communicable disease.

If a child requires medication of any kind during class time, parents and physicians MUST complete and sign a form giving HEALTH PERSONNEL permission to administer the medication. This also means throat lozenges and cough drops. No child may carry medication of any kind on their person. Your child must be free of all “sick” symptoms for 24 hours before they can return to school. They may return to school when they are no longer contagious or have a written return note from a doctor.

<b>Most Common Communicable Diseases</b>	
1. Chicken Pox	Feverishness...rash appears in form of small pimples, which in a day fill up with a clear liquid. Incubation period, between 14-21 days. Isolation period, 7 days.
2. Measles (Rubella)	Head cold. Feverishness, watery eyes, sneezing. Blotchy red rash appears on forehead, face, and body. Incubation period of at least 5 days from time rash appears.
3. German Measles (Rubella 3 Day Measles)	Mild measles symptoms (blotchy, fine red rash on face and abdomen). Swollen glands particularly in back of neck. Incubation period between 14-21 days. Communicable for 48 hours after rash appears.
4. Mumps	Fever. Swelling on side of face and jaws, and glands become swollen and tender. Incubation period between 12-26 days. Isolation period

	until swelling of glands has disappeared and patient has recovered.
5. Scarlet Fever and Streptococcal 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 re-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 puss-like sores which are irregular in outline. Incubation is 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	Redness and swelling of the membranes of one or both eyes with burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharge from infected mucus membranes ceases.
8. Head Lice	Head scratching and white dandruff-like spots appear on the hair shafts. Eggs known as nits are more likely to be seen instead of the bugs. Nits can be removed from hair by loosening them with a comb. Shampoo treatment must be used. If nits are not removed, they will hatch in one to two weeks. Students should be checked by the nurse before being admitted back to the classroom.

### **Early Dismissal**

In the event a preschool student must leave before the class session ends, the parents must present a note stating the reason for the early dismissal. Parents must come to the office and sign the preschool student out. The parent will then go to the classroom to get their child.

The staff will only release your child to a person who is on the emergency card. If a person picking up is not on record, we will contact you to receive verbal permission to release your child.

### **Emergency Closing**

In the event school is closed due to inclement weather, you will be notified by T. V. and radio announcement. We normally follow the Elyria City School closing schedule.

## **Behavior Management/Discipline**

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) 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.
  - (4) 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.
  - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
  - (8) Discipline shall not include withholding food, rest or toilet use.
  - (9) 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.
  - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **Management of Communicable Disease**

- (A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she 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.
- (B) The following precautions shall be taken for children suspected of having a communicable disease:
  - (1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.
  - (2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
  - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - (c) Difficult or rapid breathing;
  - (d) Yellowish skin or eyes;
  - (e) Conjunctivitis;
  - (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
  - (g) Untreated infected skin patch(es);
  - (h) Unusually dark urine and/or grey or white stool;
  - (i) Stiff neck; or
  - (j) Evidence of lice, scabies or other parasitic infestation.
- (3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:
- (a) Unusual spots or rashes;
  - (b) Sore throat or difficulty in swallowing;
  - (c) Elevated temperature; or
  - (d) Vomiting.
- (4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses (see Appendix A).
- (5) A child isolated due to suspected communicable disease shall be:
- (a) Cared for in a room or portion of a room not being used in the preschool program;
  - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
  - (c) 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 cots 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 and then disinfected with an appropriate germicidal agent;
  - (d) Observed carefully for worsening condition; and
  - (e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
- (C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
  - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
  - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;
  - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and
  - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.