

St. Mary School Daycare & Preschool

Sharing & Caring
515 Beall Avenue
Wooster, OH 44691
330-262-2752
www.stmarywooster.org

(❖ Be sure to add us to your address book! ❖)

**This handbook is for the Preschool afternoon programs.
For the 2014-2015 School year.**

Open Monday – Friday
For Children ages 3 years old – 6 years old

There are two separate programs in the St. Mary School Early Childhood Program:

(1) Academic Daycare 6:30 am – 5:30 pm with Preschool starting at 9:00 am
&

(2) Preschool afternoons 12:30 pm – 3:00 pm

Operating during the School Year (August – June)

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Philosophy

St. Mary Daycare & Preschool strives to provide a warm, happy and creative atmosphere in which your child can develop socially and academically. We want to help you help your child build a positive self-esteem and to become resilient. Our goal is for everyone to walk in the door with a smile and leave with a smile!



The preschool afternoon program is designed to have the proper discipline and curriculum to prepare your child for school. The curriculum includes science, math, phonics, Spanish, gym and activities to develop fine motor skills.

Welcome

Thank you for your interest in the early childhood program here at St. Mary. We are proud to offer you a program that is specifically designed to help your child prepare for school!

If at any time you have questions regarding your child please contact us at 330-262-2752. Please note that the St. Mary Daycare & Preschool phone number is different from the St. Mary School number.

There is Orientation in August to provide the parent and child an opportunity to visit our room.

There is a Parent Meeting within the first two weeks to acquaint the parents with our program and to answer any questions. Please, NO CHILDREN at the parent meeting.

Parent teacher conferences will be held to assess your child's progress.

In accordance with policy set forth in Senate Bill 187, if we use parent volunteers in our program we may ask that volunteer to be fingerprinted.

There are a couple things that will prepare your child for preschool: Canvas bag with a full change of clothing Child must always be dressed in tennis shoes and clothes the child can manage.

Canvas Bag

Your child will need a bag with an extra set of clothing and a large plastic bag for situations where soiled clothing need to be sent home. Please note, it is a sanitation regulation that we can not rinse soiled clothing in any way, so please do not be offended if you get soiled clothing sent home in the plastic bag. Bags are to be hung on the hooks outside the Daycare & Preschool Main Room.

Shoes and Clothes Your Child Can Manage

We do not require a uniform like St. Mary School – however, it is VERY important for your child to follow our simple dress code to insure that all playtime and gym activities are safe for your child.

Your child should not wear sandals, flip flops, boots, crocs or any type of dress shoe, they should wear tennis shoes at all times.

Your child should not wear dresses or skirts.

Your child should wear clothing they can manage easily by themselves – pants with elastic waist etc...

Snacks-Meals-Rest Period-Treats

All children are offered snacks. We do ask the parents to donate snacks and juice.

Snack shall include food from two of the four food groups.

Snack Suggestions

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| Fruit | Any fruit is a great snack. |
| Cheese | Already chunked cheeses and string cheese is easy to give to the children. |
| Crackers | Graham crackers, crackers and peanut butter, Ritz, Saltines, Animal Crackers, Teddy Grahams, cheese crackers, Goldfish, Triscuits... Microwave popcorn, chow mein noodles, dry cereal. |
| Cookies | Peanut butter or oatmeal. |
| Juice | The non-frozen juice concentrate is the easiest for us to store in the room. |

Parent Access and Participation

The parent/guardian of a child enrolled in our center shall be permitted unlimited access to the center during the hours of operation for the purpose of contacting the child, evaluating care provided, evaluating the premises or for other purposes approved by the principal. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun.

A staff member is available to discuss a child's progress or needs at anytime. If the parent(s) desires a private or lengthy discussion an appointment can be made. If parent(s) have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child Development Associate –Mrs. Gajda, Mrs. Hershberger
2. Administrator – Mrs. Hostetler
3. Pastor – Father Steve

Please feel free to bring up concerns as they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good relationship.

Arrival and Dismissal

The only entrance you may use is the Main entrance off the parking lot. There is a security system that requires a staff person to allow entry into the building. The entry key pad is located to the right of the door as you are facing the school building.

Each child must be accompanied into the lobby and only be left when a staff member is made aware of their presence. Children must be picked up PROMPTLY at the end of the session.

We must have prior WRITTEN notification in order to release a child to someone other than a parent or guardian. Any person picking up your child must have a picture ID (driver's license or state ID).

Please call and let us know if your child will not be attending.

Preschool Monthly tuition and Registration

Tuition is due on or before the first of each month. Advanced payments are always

acceptable.

Unless a child is ill for an extended length of time, absent days do not alter tuition. Absent days are defined as any day that school is in session but you choose not to bring your child to school on their regularly scheduled day for any reason, including illness.

When school is canceled or delayed due to weather or any circumstance that ends in a decision to close school or delay school, it will not alter tuition.

After the first of each month you will automatically be issued a reminder and assessed an additional \$10.00 statement fee.

Payments can be made - by placing them in the box in the Daycare Preschool Main Room
Mailing them to: 515 Beall Avenue, Wooster, OH 44691
Dropping them off in the School Office
(Payments should NEVER be made in the Church office)

Make payments payable to: St. Mary

All returned checks would accrue a \$15.00 fee. Arrangements for payment by money order may be required.

If at any time during the year your needs change, you must let us know, staffing is scheduled based on the times the children arrive. We may not be able to accommodate your child if they arrive at a time different than expected.

There will be a late charge of \$1.00 for each minute a parent/guardian is late for pick-up. After three violations, fees for late pick-up will be doubled. In cases of car-pooling, each family will be assessed the late pick-up fee.

We use a tuition-based system to calculate our fees. '14-'15 Tuition is as follows:

Monday/Wednesday/Friday Tuition is \$160.00 per month

You are obligated to pay the agreed upon monthly tuition.

Registration

There is a \$35.00 fee paid upon registration. This is a non-refundable fee that secures placement in the program.

Discipline

The purpose of discipline is to promote and encourage self-control. The staff at St. Mary School Daycare & Preschool feel that discipline and respect go hand-in-hand. Parents and staff need to work together to advance the growth and welfare of the children.

The staff at St. Mary School Daycare & Preschool never condone physical punishment.

Discipline Policy

Purpose: To teach self-control and to promote learning in a safe environment. All discipline is consequence based.

Time-Out

Time-Out is the severest form of discipline we can administer. Time-Out is to be used for the following reasons:

- Harming Self
- Harming Others
- Damaging other's property
- Saying hurtful or disrespectful words

When one of these infractions occurs there is no discussion of the incident. The staff member response should be similar to: "I am sorry you chose to behave in such a manner. 'Infraction' is not acceptable behavior. Time-Out for you." Be factual, not emotional. Be quiet and firm, not loud. Use eye level, close conversation when possible.

Time-Out will be in a chair. Take the child to the Time-Out chair and say: "When you are ready to talk to me about 'infraction' let me know." When child shows control and/or is ready to talk Time-Out can be discontinued. Time-Out is 1 minute per year of age. The end of Time-Out is when the adult begins talk with the child. A timer shall be used to be aware of the length of time. The date, name of the child, the infraction and the length of Time-Out will be recorded in the book kept by the time out chair.

If a child is unwilling to talk about behavior, at the end of Time-Out repeat "No 'infraction'! If you do this again, you will return to Time-Out. Ask for help, use your words to get help."

The staff will not approach a parent/guardian about Time-Out unless it is repetitive or the child's behavior was extreme. The parents will need to check the Time-Out book. If you wish to find out more about the incident please ask to speak to a staff member **out of earshot of your child, please.**

All other discipline is to be in direct response to the problem.

EXAMPLE: running staff member says, "You may not run in the room. I need for you to sit and play now!"

In all discipline actions: Avoid power struggles.
Try to understand the child's situation. Do not humiliate or intimidate child.

Quiet Time

Quiet Time Area is in the book center or the single child station. The child may have a book during Quiet Time. The child may elect to go to the Quiet Area on their own or a staff member may instruct them to go to the Quiet Area. This may last from 10 – 15 minutes depending on the child. A quiet discussion of the behavior between child and staff member should end this time

It is very important that other staff members do not interfere with discipline between staff and a child. Do not interfere with any discipline action unless the staff member involved asks for help or advice. We must support each other and form a united team for the sake of the child.

Discipline should be quick and meaningful. No action should take longer than a few

minutes or the learning experience will be lost.

This discipline policy applies to all staff and parents while they are at the center.

Family/Custodial Situations – Relationship with the School

For families experiencing transitions in custodial relationships our procedures are as follows:

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents.

In families experiencing separation of parents or divorce, all information will be sent home with the child. It is assumed that both parents are communicating regarding the child and all information is shared by and between the parents. Since this situation frequently impacts the child's behavior, we ask that you inform the Director/Administrator.

In cases of divorce and a decree involving a clear custody situation, the Director/Administrator is to be informed and provided with a copy of the entire decree. Unless decree states otherwise, all communications will be sent home with the child for the custodial parent.

In cases of joint custody, it is assumed that the one copy of communications being sent home with the child will be shared by and between the parents.

Regarding parent conferences in all custody situations, general procedure is that one conference appointment is scheduled to be attended jointly, if both parents wish to attend.

Schedule

A sample of daily activities for Preschool will be:

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|---------------|--|
| 12:30 – 12:45 | Preschool students arrive – YOU WILL BE MET IN THE LOBBY BY A STAFF MEMBER |
| 12:45 – 1:00 | Preschool begins |
| 1:00 - 2:00 | Grouping and craft time/Gym |
| 2:00 – 2:20 | Snack preparation and play time |
| 2:20 – 2:30 | Restroom break |
| 2:30 – 2:40 | Snack |
| 2:40 – 2:50 | Song/Fingerplay time |
| 2:50 – 2:55 | Dismissal readiness |
| 2:55 – 3:05 | Discharged to parents in car line. |

Toys

Toys from home are not allowed in the room, except of course on “Show & Tell” days.

Birthday Invitations

We do not allow birthday party invitations to be delivered in the room unless they are inclusive. This means every child must receive an invitation in their mailbox or every girl and every boy. The children are extremely aware of what they receive in their mailbox and of who was invited and who was not.

Food in the Classroom

Food or drink from home or a restaurant may not be brought into the room.

Roster

A roster is available upon request.

Parent Bulletin Board

There is a bulletin board in the lobby, which will be posted with information regarding both the Academic Daycare and the Preschool program. Please familiarize yourself with this bulletin board.

Safety of the Children

Michelle Hostetler, Pam Gajda, Myla Hershberger and Karen Michaud have all completed courses in Child First Aid, Communicable Diseases and Child CPR.

A staff member is in charge of a child or group of children at all times and shall be responsible for their safety. No child shall ever be alone or unsupervised.

The person responsible for bringing the child MUST be sure that a staff member is aware of the child’s arrival and departure.

We have a phone in the Main Room office that is separate from the Elementary school phone. Please call 330-262-2752 to reach the Daycare & Preschool.

We participate in fire drills each month. We participate in tornado drills. We participate in Lock-Down emergency drills.

Medical, Dental and General Emergency plans are posted in each room the children are in. Tornado and Fire Safety Station diagrams are also posted in each room.

It is our policy that our staff will not transport the children. In the case of an emergency the child will be transported by an Emergency Squad or parent/guardian.

All children in our program must have a signed Emergency Transportation Authorization form on file authorizing the child to be transported to Wooster Community Hospital. If the parent or guardian refuses to authorize transportation we reserve the right to not allow the child to participate in our program.

We do not participate in swimming or water activities.

An incident report will be completed if the child has an illness, accident or injury which

requires first aid treatment, received a bump or blow to the head, is transported for emergency treatment or an unusual or unexpected event occurs which jeopardizes the safety of the children or staff.

Use of aerosols shall be prohibited when the children are in the room.

All staff members are obligated to immediately notify Children's Services if abuse or neglect is suspected – 330-345-5340.

We have two evacuation sites: 1) St. Mary Church, and 2) First Presbyterian Church. Depending on the crisis, one of these locations will be used.

Management of Communicable Diseases

For the management of suspected illness our staff is guided by (1) the Ohio Department of Health and Ohio Department of Job and Family Services Handbook and (2) a Communicable Disease Chart. The Chart is on display in the Daycare & Preschool Main Room.

A staff member will immediately telephone parent/guardian when the child exhibits signs of illness.

Parents will be notified by a sign near the sign-in book if the children have been exposed to a communicable illness. We will also send a written note within 12 hours of being notified that a child was in the center with a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms without medication. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

CHILD AND STAFF EXCLUSION AND READMITTANCE CRITERIA

Your child should not attend if they are currently displaying one of the following conditions.

Your child will be sent home if they develop one of the following conditions while in our care.

The child will be isolated to a cot in the Daycare & Preschool Main Room until a parent/guardian arrives to pick the child up. This cot will be sanitized after every use.

| Exclusion | Readmittance |
|--|---|
| Axillary temperature of 100 degrees Fahrenheit | Once fever has been resolved for 24 hours |
| Diarrhea (more than three abnormally loose stools within a 24 hr period) | Diarrhea has ceased for 24 hours |
| Viral Meningitis | Must be under a physician's care |
| Vomiting more than once during previous 24 hours or in combination with any other symptom | Vomiting has ceased for 24 hours |
| Severe coughing (causing the child to become red in the face or to make a whooping sound) | Once coughing has ceased |

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| Sore throat or difficulty swallowing | Excluded until diagnosed – readmit with Dr. OK |
| Redness of the eye , obvious discharge, matted eyelashes, burning, itching | Excluded until diagnosed – readmit with Dr. OK |
| Rash – untreated skin patches and rash/spots | Excluded until diagnosed – readmit with Dr. OK |
| Yellow skin and yellow whites of the eyes | Excluded until diagnosed – readmit with Dr. OK |
| Unusually dark urine or grey or white stool | Excluded until diagnosed – readmit with Dr. OK |
| Difficult or rapid breathing | Excluded until diagnosed – readmit with Dr. OK |
| Stiff neck with an elevated temperature | Excluded until diagnosed – readmit with Dr. OK |
| Evidence of untreated lice , scabies or other parasitic infestation | Excluded until diagnosed – readmit with Dr. OK |

Your child will not be sent home if they display one of the following conditions, but we will want to discuss the condition with parent/guardian: earache, headache, axillary temperature less than 100.1 degrees Fahrenheit, fussiness, runny nose or MILD cough.

Axillary Temperature (under the arm)
 Normal Axillary temperature is 97.6 degrees Fahrenheit.
 We use a digital thermometer to take an axillary temperature.

Administration of Medication, Food supplements and Modified Diets

We will administer medication, food supplements and modified diets provided that the parent/guardian returns a properly filled out “Administration of Medication” form. Parent/guardian also must notify the staff of any situation that requires a Medical Care Plan such as the use of an inhaler. We will administer all required medication with the proper completion of the “Medical Care Plan” form.

Delayed Operation and Cancellation

During severe weather the Daycare & Preschool closing will follow the Wooster City Schools. These announcements will be made over WQKT radio (960 am or 104.5 fm) or local Cable Channel 9. DO NOT call. Even if we are open, if you feel conditions are hazardous you may choose to keep your child home. Preschool is not mandatory schooling. If we are open, please call and let us know if your child is not attending.

Field Trips

If/when our program goes on an outing the children will be transported by parent/guardian or will walk to our destination. Written permission is required from parent/guardian for child to participate in any field trip. Each child will be assigned to a specific staff member for the field trip and shall wear a tag that displays St. Mary Daycare & Preschool, address and phone number.

Non-discriminatory Statement

St. Mary Daycare & Preschool will not discriminate on the basis of race, sex, national origin, religion medical and/or handicapping condition. Handicapped children will be

accepted if with reasonable accommodation on the part of St. Mary the handicapped person could be accommodated.

Licensing and Ratios

St. Mary Daycare & Preschool is licensed by the Department of Job and Family Services. The Ohio Job and Family Services Child Care Manual is available for review upon request. There is a toll free number for contacting the Ohio Job and Family Services Department listed on our license, which is posted in the Daycare & Preschool Main Room. We are licensed to have 41 children in our facility at a time.

St. Mary Daycare & Preschool will not exceed the following state required ratios:

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|------|---------------|
| 1:12 | 3 year olds |
| 1:14 | 4-5 year olds |

Ratios for preschoolers 3 years and older may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and there is enough staff in the building to meet the regular required staff/child ratio if there is an emergency.

Maximum group sizes are as follows:

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|----|---------------|
| 24 | 3 year olds |
| 25 | 4-5 year olds |

St. Mary Preschool Calendar
2013-2014

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|--------------------|---|
| August 13 | Orientation 4:00 – 5:00 pm Bring paperwork and first month payment. Children are welcome. |
| August 28 | Parent Meeting 6:30-7:00pm Please no children. |
| September 3 | Afternoon Preschool sessions begin. |
| October 17 | CLOSED |
| October 24 | CLOSED |
| November 27-28 | CLOSED Thanksgiving Break |
| December 23-Jan. 2 | CLOSED Christmas Break |
| January 19 | CLOSED |
| February 13 | CLOSED |
| February 16 | CLOSED |
| March 11,12 & 13 | Kindergarten Registration |
| March 20 | CLOSED |
| April 3-10 | CLOSED Easter Break |
| May 20 | Last Day Afternoon Preschool |