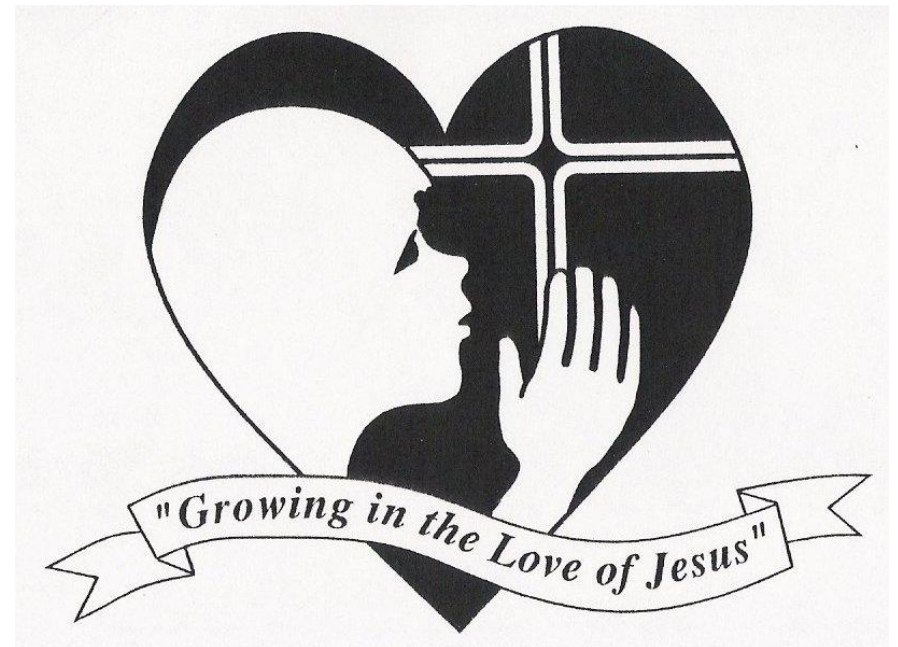


# KINDERGARTEN PARENT HANDBOOK



**HOLY CROSS PRESCHOOL, KINDERGARTEN  
AND CHILD CARE CENTER  
7707 NORTH MARKET AVENUE  
NORTH CANTON, OHIO 44721  
PHONE: 330-494-6478  
Revised and Updated: January 2012**

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## Purpose of Parent Handbook

The purpose of this Parent Handbook is to familiarize parents and guardians with the Preschool, Kindergarten and Child Care Program of Holy Cross School. This school is owned and operated by the membership of Holy Cross Lutheran Church. This handbook provides useful information on policies and procedures as well as other important aspects of our program. We want you and your children to feel comfortable and to get the most out of our program. It is important that you read this handbook and keep it handy for reference. Feel free to contact me if you have any questions.

For the day-to-day activities of the school, it is vitally important that you read the school newsletter, refer to the school-year calendar, the newsletter from your child's teacher, the monthly calendar your child's teacher will provide, and the bulletin board outside your child's classroom. These will provide you with information about upcoming programs, projects and plans and inform you about what has been happening in the classroom and throughout the school. Please go through the papers your child brings home every day. Important announcements or letters could come home at any time. **So many children and parents have missed important events because they did not read the information sent home.**

Anything that comes home on colored paper is VERY IMPORTANT. Often, immediate attention and a reply is needed.

## About Our Program

Holy Cross Preschool, Kindergarten and Child Care is a mission outreach of Holy Cross Lutheran Church and is supervised by a School Board which reports directly to the Holy Cross Mission & Ministry Board. The Administrator oversees daily operations.

Holy Cross School is licensed to operate legally by the Ohio Department of Jobs and Family Services and the rules and regulations governing its operation are available upon request. Our License is posted on the school bulletin board in the main hallway. The Center is licensed to serve 14-19 children per class depending on the age of the children. The Ohio Department of Jobs and Family Services' toll-free number is 1-866-635-3748 and may be used to report a suspected licensing violation by the school.

The licensing inspection reports and compliant investigation reports, for the current licensing period, are posted on the school bulletin board in the main hallway. The licensing record including compliance report forms, compliant investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

Holy Cross Preschool and Kindergarten has earned a Two Star rating in Ohio's voluntary Step Up to Quality program. This means that our school exceeds basic Ohio Department of Jobs and Family Services licensing requirements in the following five areas:

1. Lower staff: child ratios
2. The administrator and 100% of our teachers have a credential and/or a degree in early childhood education.
3. The administrator and all staff complete a minimum of

10 hours of specialized training annually.

4. Staff receive employee benefits.
5. Teachers conduct a developmental screening and utilize Ohio's Infant/Toddler Guidelines and/ Early Learning Content Standards in their planning.

## Philosophy

We believe that every child is specially created by God to be a blessing to his/her family, the community in which they live, and the entire world. Because of the love their creator has for them, each child is valuable beyond measure. While created in God's image, all children are unique and special individuals with unique and special needs.

We strive to provide quality Christian Preschool, Pre-Kindergarten, and Kindergarten education for the children of surrounding communities, neighboring Christian churches, and Holy Cross Lutheran Church congregation. We see Christian education as the means by which children become aware of their place in God's creation, the blessings they receive as a child of God, and the Christian responsibility that goes with being a member of God's kingdom. As is stated in Proverbs 22:6, "Train up a child in the way he should go, when he is old he will not depart from it." Our goal is to meet or exceed the standard of early childhood education required by the state of Ohio.

## Worship Schedule for Holy Cross Church

If you do not have a church home, Holy Cross would be delighted to have your family worship with us and would welcome you warmly as a member of our family of faith.

**Holy Cross worship services are scheduled as follows:**  
7:30 A.M. Traditional Service. This service is a liturgical service with lessons and hymns.

8:45 AM Blended Service. This service is a blend of traditional and contemporary music led by a worship team.

11:00 AM Contemporary Service. This service is our contemporary service with newer music. It is led by a worship team using contemporary instruments.

**Sunday School** for all ages begins at 10:00 A.M. There is also an adult Sunday School class at 8:45 A.M.

Many of our school staff are members of the congregation and many of our school children attend Holy Cross as well. You would be warmly welcomed and will be made to feel right at home.

## History

Holy Cross School has been in operation since 1994. It started as a preschool/childcare only offering classes for three and four-year-old children. The Pre-Kindergarten class was added in 1995, and the two-year-old program began in 1998. In 1999 the Kindergarten class was added following the urging of our parents to provide schooling beyond preschool.

## Staff

All members of our staff were chosen because they show genuine interest and love for children and concern for all areas of their development. All of our staff members meet the state requirements for employment in a facility caring for children. Our teachers meet all the state requirements for teaching in an early childhood setting. Our teachers have four-year education degrees, associate degrees or child-development associate degrees. Staff members are required to accumulate inservice hours annually. In this way they can stay tuned to new ideas in early childhood education and exchange ideas with other area professionals. All staff members are required to be active members of Christian

congregations. As such, they are called on and expected to practice the highest moral standards in their personal lives as is humanly possible.

## Program

You do not have to be a member of Holy Cross for your children to attend. We welcome children of all races and religious backgrounds.

Children have a variety of needs and are only able to learn when their basic needs are met. At Holy Cross we strive to meet every individual child's basic needs in a warm loving environment. Each child is recognized for the individual he/she is. Each child is afforded the dignity he/she deserves.

We offer a variety of educational experiences geared specifically for the developmental level of 2, 3, 4, 5-year-old, and Kindergarten children. We provide experiences in language arts, number recognition and counting, science, social studies, religion, music and rhythm, fine and large motor development, crafts, art and manipulatives. Our instruction is aligned with the State of Ohio, Early Learning Content Standards. All teachers have attended training classes to familiarize them with those standards and reviewing practices for implementing them in the classroom.

Our preschool and childcare program is licensed to operate by the Ohio Department of Job & Family Services. The Center is licensed to serve 12-20 children per class, depending on age. The Ohio Department of Jobs and Family Services' toll-free number is 1-866-635-3748 and may be used to report a suspected licensing violation by the school.

## Kindergarten

Our Kindergarten program is chartered and inspected by the Ohio Department of Education. Our teacher is licensed and certified. We offer educational experiences that prepare children to enter the first grade in any school system. Our program meets, and in most subjects, exceeds the standards of surrounding Kindergarten programs. State approved textbooks are used for subjects other than religion. The curriculum is reviewed and updated on a regular basis.

## Kindergarten Screenings

Speech, Language, Hearing, Vision, and Psychological Screenings are conducted at the beginning of the school year. We contract with a professional company to provide these screenings. In the past we have chosen PSI. The purpose is to find out if there might be a problem standing in the way of a child's learning progress. Early detection is the key to a child's future school success. These screenings are paid for by the State of Ohio. There is no charge to parents for kindergarten screenings.

## Daily Schedule

Formal kindergarten class time is 8:30-11:30. This is one-half hour more than other half-day public school Kindergarten programs. Unless you are taking advantage of the child care we offer, drop off time is 8:25-8:30. Children who are not enrolled for childcare must be picked up promptly at 11:30 to allow the remaining children and teacher to go to lunch. There will be an additional charge for kindergarten children dropped off before 8:25 or picked up after 11:30.

Holy Cross opens at 6:30 in the morning for childcare. We provide before and after care as needed for children enrolled

in the kindergarten instructional program at Holy Cross Kindergarten as well as before school care for kindergarten children attending Plain Local Schools. Plain Local busses provide transportation from our center for children enrolled in their programs. Children from other schools may participate in this program if parents provide transportation. No transportation is provided by our center.

## Childcare Schedule for Holy Cross kindergarten children:

Kindergarten childcare children enrolled in our state chartered kindergarten program may be dropped off any time after 6:30 for before school care. Following kindergarten the children are escorted from their classroom to the restroom where they wash their hands and then to the lunchroom for a hot lunch. Lunch is eaten between 11:30 and 12:00. A balanced nutritional lunch is provided for the children by Meals on Wheels. After lunch the kindergarten children join all of the other children for a brief story time. When the younger children leave to go to the quiet rooms, the kindergarten children are provided with a full afternoon of alternating active and quiet activities. The activities engaged in vary based upon the needs and interests of the children from day to day.

**Afternoon schedule for all kindergarten children:** Since children are picked up at different times, parents may find their children in the classroom, on the playground, or in the indoor play area. Our facility closes promptly at 6:00.

## Bible Time/Chapel

The teachers lead the children in a Bible Time on Mondays, Wednesday, and Thursdays during which they teach simple Bible stories and sing songs based on lessons from the Old and New Testaments. At the preschool/kindergarten level, religious instruction is non-denominational as children this

age are not ready to comprehend the deeper points of theology. On Tuesdays and Fridays mornings at 11:00 the children, three-years-old and older go to the sanctuary for Chapel which is led by a member of the pastoral, church, or school staff. The four-year-old afternoon class has chapel on Wednesday afternoons at 12:40. Parents are welcome to attend.

## **Class Sizes**

We maintain a maximum staff/child ratio of 1 to 18 for Kindergarten.

## **Enrollment Age**

To enter our program, children must meet the cut-off date for kindergarten for the public school system in which they reside. A copy of the birth certificate is required by the State of Ohio as proof of age.

## **Enrollment Procedure for Preschool and Kindergarten**

A child is considered to be enrolled at Holy Cross only after Registration Forms have been received, the registration fee has been paid, and the administrator confirms the availability of space. Any changes to the enrollment information must be communicated to the office immediately so that current information is always on file. This is for the safety of the children.

There is an annual registration fee of \$30.00. The registration fee for siblings is \$15.00 each. Checks are to be made payable to "Holy Cross Preschool" or "Holy Cross Kindergarten". **Registration fees are not refundable.** All forms may be downloaded from our web site. [www.holycrossnorthcanton.com](http://www.holycrossnorthcanton.com).

Custody papers, if any, need to be on file in our office.

***In addition to our registration form, the following forms are required by the state of Ohio:***

1. **Child Medical Statement:** A medical statement signed by a physician or certified nurse practitioner is required to be submitted within 30 days of the child's first day. Children are not permitted to attend once the 30 days have passed if we do not have this form in our possession. The Child Medical Statement must be updated every 13 months from the "Date of Examination" the doctor writes in at the bottom of the signed form. Parents will be reminded when their Child Medical Statement is about to expire. A new form must be in our office by the expiration date or the child will not be allowed to attend.

2. **Child Enrollment and Health Information Form:** This must be filled out **entirely** and must be in our office the first day a child attends. Children will not be enrolled in our center if permission to transport has been denied on this form. This form is good for one calendar year only. If any allergies or medical problems are identified on the form that require action on our part, a separate **Medical/Physical Care Plan** will be required. If a food group is completely eliminated from a child's diet, a **Medical/Physical Care Plan** will also be required.

Optional Form:

**Media Release and Second Roster Form:**

- The **Media Release** permits us to take and display photographs of your child.
- The **Second Parent Roster** is made available at the request of our families. In it we include the child's name, address, and phone number along with the parent's names. Parents find the Second Roster to be a valuable tool when scheduling play dates and birthday parties.

On the back is a **Parent Participation Form** for parents who want to get involved in our program.

**Withdrawals:** Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated.

### **Arrival and Dismissal Procedure**

Please park in the parking lot that faces Ivy and enter through the doors that face Ivy. Children must be escorted to the classroom by a parent or guardian. Parents should assist their children in removing coats, hats, etc. and hanging them up outside the child's classroom before bringing the children into the room. Encourage the children to do as much as they can by themselves.

Kindergarten children should arrive between 8:25 and 8:30. After kindergarten is over, parents must pick up their children at the classroom door no later than 11:30. No child will be released to anyone that has not been designated as a pick-up person on the registration form. Names may be added to or deleted from that list at any time. The person picking-up will be asked to show identification if the staff is unfamiliar with that person.

If there is a restraining order on one of the parents keeping him/her from picking a child up, a copy of the court ordered documentation must be on file in our office. Without it, we cannot deny a parent access to their child.

### **Absenteeism**

Please call the school to report if your child will be absent. Let us know the reason your child will not attend. If you do not report your child off by 8:45, you may be called to verify absence.

### **Food Program**

A balanced nutritional lunch which meets one-third of a child's recommended daily dietary allowance is provided for children who are here at lunchtime. Meals on Wheels prepares the food in their kitchen which is inspected on a regular basis by the Health Department. Parents/guardians are not permitted to bring food in to supplement or replace the food provided by Meals on Wheels unless the child has a food allergy or is on a physician ordered modified diet. The administrator must be contacted and all modifications made with her agreement and approval. Eliminating a food group from a child's diet (milk, meat, etc.) necessitates the filling out a Medical/Physical Care Plan which requires the signature of the child's physician. The cost of lunch is included in the childcare tuition.

### **School Year and Calendar**

Each year we publish a school year calendar that is printed and distributed to parents prior to the beginning of the school year. It is our normal practice for the **Kindergarten** school year to follow the Plain Local School calendar. The **preschool** school year runs from September to May.

We will not be open for **preschool** or **Kindergarten** when Plain Local Schools are closed due to severe weather conditions. (Listen to local radio stations for school closings.) Realizing that parents must go to work, Holy Cross will be open for **childcare** only on those days.

**Childcare** will be provided year round. Holy Cross is **closed** and does not offer preschool, kindergarten, or childcare on the following holidays:

- Labor Day
- Thanksgiving Thursday and Friday
- Christmas Eve
- Christmas Day and the day after Christmas

New Years Eve  
New Years Day  
Good Friday  
Memorial Day  
Fourth of July

We reserve the right to close and not offer childcare the week of Christmas depending on where the holiday falls during the week and the number of children needing our services. Parents will be notified of our intentions on the school year calendar that goes home at the beginning of each school year or in writing or by phone in the case of low attendance.

Preschool and Kindergarten staff members may attend spring and Fall Lutheran Teacher's Conferences if we feel the topics of those conferences will help us better meet the goals and objectives of Holy Cross Preschool and Kindergarten. Dates will be included on the school year calendar. Childcare will be provided on those days, but there will be no preschool. Preschool and kindergarten days missed because of Holy Cross teacher conferences will be made up. Please pay close attention to the school year calendar.

### **Financial: Kindergarten**

See the bi-fold brochure included in the registration packet for the schedule of fees. Tuition for the year was divided into nine equal payments and is to be paid each month regardless of the number of school days there are that month. There will be a small additional fee for Kindergarten children for the few days in August, when school starts and June, when school ends.

1. Tuition fees for kindergarten are due on the first day of each calendar month in advance. The first month's

tuition is due on the first day of school.

2. Payment is to be by check or money order made payable to "Holy Cross Kindergarten".
3. We will follow the lead of Plain Local Schools in making up days closed due to weather conditions.
4. Money will not be refunded for daily absences or vacations.

### **Financial: Childcare**

See the bi-fold brochure included in the registration packet for the schedule of fees.

1. Tuition for childcare is due every two weeks, in advance.
2. Payment is to be made by check or money order made payable to Holy Cross Preschool or Holy Cross Kindergarten.
3. You will be required to pay for lunch any day your child is scheduled to attend if you fail to call by 8:45 to inform us of his/her absence.
4. If your child is picked up early on any given day, you will still pay for the entire day. **Tuition is not discounted for early pick-ups.**
5. Questionnaires are sent home prior to holidays to get an accurate count of how many children we can expect. The purpose is to let us know how many staff persons to schedule to maintain the proper child/staff ratio. If you indicate on the form that your child will be here, you will be required to pay even if your child does not attend that day for any reason including illness.
6. We close promptly at 6:00. Children must be out the door by that time. A late pick-up fee of \$5.00 will be charged at 6:01. An additional \$1.00 will be charged for every minute children are here starting at 6:06 PM.

### **Parent Participation Policy**

Many parents have special talents or have occupations

that would be of interest to the children in Kindergarten. Please fill out and return the special parent involvement form that was included in your registration packet.

Please read the monthly newsletter your child will bring home from school as well as the bulletin board outside your child's classroom. This will inform you of what has been happening in the classroom as well as provide information about upcoming school-wide programs, projects and plans. Please go through the papers your child brings home every day. Important announcements or letters could come home any day.

## **Snacks and Birthday Treats**

Parents will be asked to provide a snack several times during the year. We provide 100% fruit juice every day. A snack schedule will be published with your child's classroom newsletter each month. Suggestions for a healthy snack include crackers, fruit, vegetables, cheese, etc. If you forget to bring in the snack on your assigned day, please bring in a box of crackers the next day. This will be placed on our snack shelf to be used when another parent forgets.

Children are permitted to bring in a special snack for their birthday. Please provide enough treats for all the children in the class.

## **Progress Reports and Parent/Teacher Conferences**

We encourage parents to call the school any time there is a question or concern. Our teachers are happy to talk to you at any time about your child's progress or needs. Daily communication is encouraged at arrival and departure time.

Kindergarten progress reports will go home four times a year, one week after the end of every grading period. Parent/Teacher conferences will be scheduled following the Plain Local School calendar. You will receive a copy of the Kindergarten calendar before the first day of school.

## **Disciplinary Policy**

Discipline is not punishment. It is the process of teaching children self-control and self-discipline. It refers to the whole process of classroom management. Our aim is to teach children what social acceptable behaviors are that will help them in school and in all the years of their life.

It is our policy to discipline children in a loving and gentle way. Care is given at all times to preserve, or work on improving, the child's self-image and further the development of his/her self-esteem. Since all children are different, disciplinary procedures are handled on an individual basis. A positive approach is employed in the classroom with good behavior being complemented and encouraged. All children are treated with the respect, tenderness, and good humor they are due as a child of God. Physical punishment has no place in our program.

The following disciplinary policy is acceptable and employed at Holy Cross School:

1. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to other children to act in a similar manner. Bribes are not used as this could become the only method that will work in getting a child to behave as he/she should.

2. Children are asked to stop and think about their behavior ("Make good choices", "Is that a good

choice?", "That was not a Good choice."). This enables the child to work at self-control.

3. Teachers offer suggestions for appropriate ways to redirect the behavior, offering choices when possible.

4. Removal from the group for a short period of time-out is used for a child who continues to demonstrate unacceptable behavior after other disciplinary methods have failed. Time-out is not a punishment but rather a time away from a situation giving the child an opportunity to calm down and think about how to change his/her behavior in a positive way. The child shall be in the classroom within sight and hearing of a staff member in a safe, lighted, and well-ventilated area at all times. The inappropriate behavior is discussed with the child. Children are told they may return to the group when they feel they can behave in the proper manner. Time-out is brief in duration and appropriate to the child's age and circumstances. In some cases, the child may be taken to the Administrator's office for time-out if the teacher decides all other avenues have been exhausted. The administrator or administrative assistant will be in the office the entire time a child is there, and the office door will remain open.

5. If a behavioral problem persists, parents are consulted to discuss what disciplinary measures have been effective in the home or how the parents and staff can work together to reach the desired goal. The staff may suggest that the child be involved in a behavior modification process that will be coordinated between the home and the school.

6. A last resort is the expulsion of a child from Holy Cross Kindergarten. This will only be employed when the child displays consistently disruptive behavior or behavior that could be harmful to himself or others.

Physical punishment is not considered to be an acceptable method of dealing with young children's behavior. While parents are in our building they must follow our disciplinary Policies with their children. Hitting or screaming at your

children is not permitted in our building. This policy is stated here in accord with state regulations.

## **Proper School Attire**

Children should come to school in clothes that will allow freedom of movement and safety. Keep in mind that painting is an integral part of our Kindergarten program and may be done any day.

Please provide a change of clothing in a plastic bag, marked with your child's name. Accidents do happen while eating, playing, and creating. We would like to be able to change your child's clothing so they will be comfortable while they are here. Make sure all items are clearly marked with your child's complete name. This includes the clothes they are wearing: shoes, coats, jackets, hats, gloves and boots. You know what your child's clothes look like. In many cases, they do not. **We are not responsible for the loss of personal items.**

Dress your child for the weather -- not the season. Weather can be unseasonably warm or unseasonably cold. Check the weather forecast daily in deciding how to dress your child. Shorts are permitted in hot weather. Soft-soled tennis shoes are preferred due to the physical activity in which the children will be involved.

**Slippery-soled shoes, sandals, and crocks** are not permitted at any time.

## **Indoor & Outdoor Active Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis—weather permitting. Please send your children

with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter.

Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. Also taken into consideration is the humidity, ozone levels, pollen count, lightening, rain or ice. If it is not nice enough to go outside, the children will play in our indoor gym space during their active playtime.

## Classroom Visitation

Parents and members of the extended family may visit in the classroom any time. If your purpose is to see your child in action, remember that children never act the same when parents are in the room as they do when parents are not present.

## Show and Tell

The teacher will inform you about the show and tell procedure in kindergarten. Suggested show and tell items include books, toys and things from nature. Our classroom is not the place for weapons, war toys, or toys of destruction. Children will not be permitted to show these items. Delicate items should be labeled as such. Names should be put on all show and tell items. Pets may visit if an adult brings them. Caged animals that do not bite may be left in the room for a period of time agreed on by parents and teacher. Uncaged animals should visit for only a few minutes at the beginning or the end of the session. Any such visits must be scheduled through mutual agreement between parents and the teacher.

## Medication Policy

Medication, food supplements, modified diets, or fluoride supplements may be administered to children under the following ODJFS guidelines:

Instructions to administer such items are written, signed, and dated by a licensed physician and are prescribed for a specific child. The label on the prescription which contains complete instructions for each medication, the child's name, current date (within the last six months), an exact dosage to be given, the specific number of dosages to be given daily and the route of administration can be used as written instruction. In addition, a form required by the state will be provided. This must be signed by the parent or guardian. **We cannot administer medication if it has been removed from the original container.**

Non prescription fever-reducing medications that do not contain aspirin or non-prescription cough or cold medications that do not contain codeine may be administered with written instructions from the parent or guardian on a form that will be provided by the center. **The medication must be in its original container with the label intact.** The full name of the child who is to receive the medication must be printed on the container. Exact dosages must be clearly stated on the label. No dosages will be given that exceed those recommended on the label. Non-prescription medications may be administered for no longer than three consecutive days.

## Child Abuse Policy

The administrator and each employee of Holy Cross School have been trained in child abuse recognition and prevention. We are required by law to report suspected cases of abuse or neglect to the proper authorities.

## First Aid/Communicable Disease Policy and Procedure

All staff members of Holy Cross are required to be trained in first aid, communicable disease recognition, and CPR. During all hours of operation, there is at least one member of

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our staff who has all of these trainings. The administrator has reviewed with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. No staff member shall attend the school if he/she exhibits signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

Notices will be posted on the bulletin outside the classroom when children have been exposed to a communicable disease other than routine colds or flu. A Communicable Disease Chart is posted in the main hallway.

Parents are asked not to bring children to school when there are any signs or symptoms of illness present. We do not provide care for sick children. Staff members will observe children upon arrival and during the school day. Parents or guardians will be notified if a child has been observed with any of the signs or symptoms listed below. The child may be readmitted when symptoms have disappeared. The administrator reserves the right to request a physician's note.

The parent or guardian will be notified and asked to remove the child from the school as soon as possible if the following symptoms are exhibited. The sick child may be provided with a cot and blanket until he/she is discharged to the parent.

1. Diarrhea (more than 1 time)
2. Severe coughing causing the child to become red or blue

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- in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
6. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with elevated temperature
10. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
11. Evidence of untreated lice, scabies, or other parasitic infestations
12. Sore throat or difficulty in swallowing.

In case of emergency and/or accident the center will follow the posted medical and dental emergency plan, administer first aid, summon emergency transportation, contact the parent, and complete an incident report.

## Incident/Injury Reports

Accidents happen with children and are to be expected. Children are uncoordinated, they don't always look where they are going, they do reckless things, and do not always display good judgment. We take every precaution we can to see that your children do not get hurt at school. However, when it does happen, an incident report is filled out to keep you informed.

Incident/injury reports are filled out should the following occur:

An illness, accident, or injury occurs which requires first aid treatment.

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A bump or blow to the head.

Emergency transporting.

An unusual or unexpected event which jeopardizes the safety of the children or staff.

The completed report shall be presented to the parent, guardian, or person picking up the child for a signature on the day of the incident/injury. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within twenty-four hours following the incident/injury. The person signing the form is then given a copy of the form. Another copy is retained for our files.

## **Immunizations**

Children enrolled in the school shall have completed the following immunizations:

DTP ... 4 doses of any combination of DTP/DT/Td vaccine. If third dose was given at age 6 or older, no further doses are required.

Polio ... 3 doses are required.

Measles ... 1 dose is required. It must have been administered on or after the first birthday.

Rubella ... 1 dose is required.

(Note: It is recommended that measles and rubella vaccines be administered at age 15 months. These vaccines are normally given in conjunction with mumps vaccine, which is not currently required, but is strongly recommended.)

HIB ... 1 dose is required.

Hepatitis B

Immunizations that are recommended but not required:

A fifth DTP dose should be given prior to entering elementary school. Depending on the schedule that is followed, a fourth or fifth dose of polio vaccine should be given prior to entering school.

Finally, mumps vaccine, while not currently required, is strongly recommended.

## **Emergency Action Plans:**

Every staff member at Holy Cross School is committed to ensuring the safety and well being of your children. By preparing in advance and working together as a team, we can protect the children and help them to maintain a sense of security. No child will ever be left alone or unsupervised. The teacher will be aware of the daily arrival and departure of each child with his/her parent or other authorized person. Our center has immediate access at all times to a working telephone.

### **1. Medical Emergencies**

The Child Enrollment and Health Information Form that you signed when your child was enrolled, and the Medical/Physical Care Plan if required will allow us to take the proper steps to treat any medical emergencies that arise. In the event that a child needs emergency transportation at any time, a member of our staff will call 911 for emergency transportation. EMS policy is to transport to the nearest hospital. The parent will be notified directly following the emergency call, and will be asked to meet the ambulance and child at the hospital.

A Medical and Dental Emergency Plan is posted in the room and followed when necessary. Use of spray aerosols will be prohibited when children are in attendance at the center.

### **2. Fire**

Our center has monthly fire drills and weather drills at varying times each month. A record of fire drills and weather drills is posted on the school bulletin board. Our center has a fire emergency and weather alert plan posted on the wall in each classroom that explains action to be taken and staff

responsibilities in case of fire emergency or weather alert. Diagrams showing evacuation routes are also posted. In the event of a fire, Holy School will be evacuated. Parents will be called and should arrange pick up for their children as quickly as possible.

### 3. Severe Weather

When Plain Local Schools **close** for bad weather, we will not be open for **preschool**. Our **Kindergarten** will meet from 12:00-3:00 unless the weather is so bad the roads will still be unsafe at that time. If Plain Local schools are **operating on a delay** due to the weather, we will have **both preschool and Kindergarten** at the regularly scheduled times. We are open for child care on those days, realizing that parents still have to go to work. The only time we would close is if the roads are so bad the staff cannot get here. Please bookmark our website: [holycrossnorthcanton.com](http://holycrossnorthcanton.com) and read the banner headlines. Our plan for the day will be posted as early as we figure out what we are doing.

In the event of **tornado alerts**, children will be evacuated to safe sites in the building that have been designated for each age group. In the event that Holy Cross School sustains damage, parents will be called and should arrange pick up for their children as quickly as possible.

### 4. Terrorism

We will follow the direction of the Emergency Action Agency as to the closing of school. If school is in session and an act of terrorism occurs, you may choose to have your children at home with you. If your children are at school when the incident happens, you may pick your child up at any time. We will keep your children safe by locking all doors except the door facing Ivy, which will be monitored by a member of our staff *if the situation warrants: if there appears to be a direct threat to the children*. If advised to close school or dismiss classes during the day, Holy Cross will communicate using radio, television, and the telephone. Parents should

arrange pick up for their children as quickly as possible. Our staff would like to be able to leave to join their families as well.

If you are concerned that you will be unable to personally pick up your child, your child can be released to one of your designated pick-up people. **Be certain that your child's emergency and pick-up information is always current.**

### Notice of Non-Discriminatory Policy

Holy Cross Preschool, Kindergarten, and Child Care Center adopted the following racial and nondiscriminatory policies. Holy Cross Preschool, Kindergarten and Child Care Center recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies or programs.

Holy Cross Preschool, Kindergarten and Child Care Center will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.