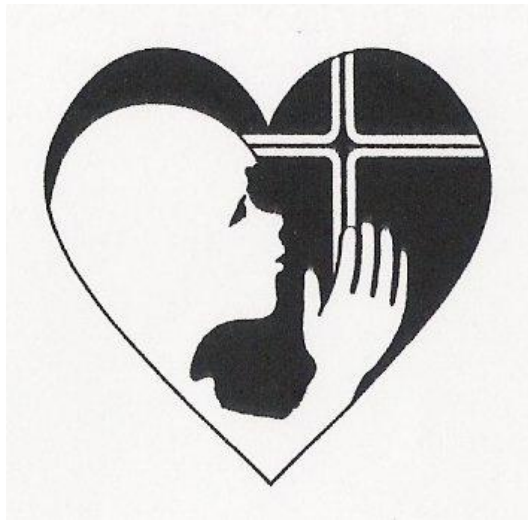


PRESCHOOL PARENT HANDBOOK



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

Purpose of Our 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, 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 failed to keep themselves informed.**

Anything that comes home on yellow 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 Board of Directors. 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 12-20 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

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

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.

Every preschool class schedule includes the following elements every day:

Circle Time: Includes a variety of activities including, but not exclusive to the following: calendar, weather, stories, songs and finger plays, a time to talk about the educational objectives of the day.

Center/Project Time: Teacher planned activities are carried out during this time. Our teachers plan their activities carefully with educational objectives and Early Learning Content Standards in mind. While the children's interests are taken into consideration when planning units, we believe there are some things children this age need to learn in order to do well in school. Ours is not a program devoted to random play where learning may or may not take place. We set up play activities with intentional, planned learning outcomes, many of which are open-ended with children discovering concepts that exceed the scope of what was planned.

Active Play Time: Every schedule includes 15 minutes of active play time, either in the indoor play space or outside on the playground. See our outside play policy listed under "Indoor and Outdoor Active Play." Also read the section titled "Attire" for other pertinent information.

Snack Time: See the section entitled "Snacks and Birthday Treats" later in this handbook.

Show and Tell: See the section entitled "Show and Tell" included in this handbook.

Bible Time and Chapel: See "Bible Time/Chapel" on the following pages.

Time for Socialization: This is crucial to the healthy development of children. This takes place during all of the activities listed above. Our classrooms are seldom quiet.

Specific times and schedules vary from class to class. The daily schedule of activities is posted on the wall in each of the classrooms and is available in writing upon request. See "Daily Schedule" for more information.

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 Child Care

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.

Childcare Schedule for Plain Local Children: The children may be dropped off any time after 6:30. We will see that they get on their bus.

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 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. Chapel times are 11:00 AM and 12:40 PM. Parents are welcome to attend.

Class Sizes

Holy Cross School meets or improves upon state-mandated requirements for staff/child ratios at all times. We maintain a ratio of 2 to 12 for two year old children and 2 to 16 or 20 for older children during the preschool hours from 9:00 to 11:30 and 12:30 to 3:00. During the rest of the day we follow the state-mandated requirements of 1:6, 1:10, or 1:14 staff: child ratio depending on the age of the child.

Enrollment Age

Children must be at least two years old by September 1 to enroll in a preschool class or for childcare. Children in the 2-year-old class may be in diapers. Children must be toilet trained to be enrolled in the older classes.

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.

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 your child attends. If any allergies or medical problems are identified on the form, a separate **Medical/Physical Care Plan** may be required. We reserve the right not to admit children to our center if permission to transport has been denied. This form is good for one calendar year only.

Optional Form:

Media Release, Email Listing, and Second Roster Form:

- The **Media Release** permits us to take and display photographs of your child.
- We are asking for an **email address** for each family to help us stay in better contact with you. In the future, we hope to send newsletters and other forms of communication out via email.
- 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.

Daily Schedule

Our school opens at 6:30 in the morning for childcare. The Preschool program runs from 9:00 to 11:30. There is also a class at 12:30-3:00 for 4-year-old children. The hours for Kindergarten are 8:30-11:30. Preschool and Kindergarten children who do not need childcare must be picked up between 11:25 and 11:30 to allow the remaining children and teacher to go to lunch. Afternoon children should be picked up promptly at 3:00. There is an additional charge for preschool children dropped off before 8:50/12:20 or picked up after 11:30/3:00.

Children who are here for childcare are automatically enrolled in morning preschool or Kindergarten every day they are here. Lunch is served between 11:30 and 12:00. Preschool children rest between 12:30 and 2:00. All childcare children, except those in Kindergarten, who are here during those hours, will be required to lie down and rest even if they do not sleep. No exceptions will be made. We request that you send a pillow and blanket for your child. Other nap time securities your child might need are also permitted. This would include items such as stuffed animals, Pillows, or blankets. Please label everything. Nap items may be brought in on Monday and left all week or taken home daily as needed. Washable items must be taken home each week to launder and returned to

school the following week. The school will provide each child with his/her own personal cot for use while here. Cots are not shared between children and are cleaned on a regular basis.

Childcare continues from 2:00 to 6:00. During this time children will be free to explore their own interests through free play in the classroom, active play on the playground or in the gym, and enjoy the activities planned by the afternoon staff. Our facility closes promptly at 6:00. A late pick-up fee of \$5.00 for every fifteen minutes beyond 6:00 will be charged.

Screenings

All children at Holy Cross 60 months of age or younger are screened using the Ages & Stages Questionnaires (ASQ). This is a very reliable tool that is able to identify whether or not a child is on track developmentally or if there might be a learning delay or disability. Early detection and remediation are the keys to later school success.

ASQ is designed to be administered by the parent. These questionnaires are written for specific ages. Your child's teacher will send them home as your child reaches each milestone age. Please administer the questionnaires and get them back to us as quickly as possible. Because the questionnaires are age specific, delays might make the results invalid.

After the parent administers the questionnaire, it is returned to the teacher to be scored. The results are then shared with the parent along with some activities the parent can do at home with their child to strengthen weak areas and reinforce strengths. If the screening results indicate that professional intervention might be indicated, the child's teacher will discuss this with the parents. Again, early detection and remediation are the keys to later school success.

We also provide the opportunity to have preschool children screened for speech, hearing, language and vision problems. We contract with a company to do this for us and there is a charge for these screenings.

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. Children in the two-year-old class should be taken directly to their classroom. All other children are to be taken to the room designated for childcare if they arrive between 6:30 and 8:30 AM. After 8:30 all children should also be taken directly to the classroom they have been assigned to for preschool or Kindergarten. Preschool children not needing childcare should arrive between 8:50 and 9:00. Kindergarten children should arrive between 8:25 and 8:30.

Parents need to 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.

No child will be released to anyone that has not been designated by the custodial parent/s as a pick-up person on the registration form. Children cannot be released to persons less than 18 years of age without a written note from the parents. Names may be added or deleted from this list at any time.

People picking up children will be asked to show identification if they are unknown to the staff member dismissing the child.

If one of the parents is not permitted to pick up his/her child, 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 not attend on any given day. Let us know the reason your child will not attend. We need to inform other parents if the children have been exposed to communicable diseases other than colds or flu.

Food Program

A balanced nutritional lunch which meets one-third of a child's recommended daily dietary allowance will be provided daily for children here at lunchtime. The cost of lunch is included in the childcare tuition.

Toilet Training and Diapering

Toilet training is based on children's readiness and consultation with parents or guardians regarding practices in the children's homes. Pull-ups are not permitted because it makes changing the children time and labor intensive. They are also too comfortable for the children, and delay toilet training.

Parents of two-year-old children requiring diapers must provide the diapers and wipes their children will need while at school. These are kept in the diapering area in the classroom and will be used only for the child for which they are intended. For emergency use, Holy Cross keeps a supply of diapers on hand should your supply run out. Parents are charged \$1.00 per diaper for this service.

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. Parents will be notified of our intentions on the school year calendar that goes home at the beginning of each school year.

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 or kindergarten. Preschool and kindergarten days missed because of Holy Cross teacher conferences will have scheduled make-up days. These make up days are listed as such on the school year calendar.

Financial: Preschool & 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. A fee will be charged for any returned checks due to insufficient funds. The amount will be determined by what the bank charges our account.

1. Tuition for preschool and kindergarten children is 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. Money will not be refunded for daily absence or vacations.
3. Payment is to be by check or money order made payable to Holy Cross Preschool or Holy Cross Kindergarten.

Financial: Childcare Children

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. Tuition is due only for days your child attends except in the following situation. 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 possess special talents or have occupations that would be of interest to the children. Please fill out and return the special parent involvement form you were given in the 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. These will inform you of what has been happening in the classroom as well as provide information about upcoming programs, projects and plans. Please go

through the papers your child brings home every day. Important announcements or letters could come home at any time.

Snacks and Birthday Treats

Parents will be asked to provide a snack for the morning and afternoon school sessions several times during the year. We provide 100% fruit juice for snack 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. The afternoon snack for childcare children will be provided by the center.

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

Parent/Teacher Conferences and Progress Reports

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.

Progress reports are sent home in January and May for preschool children. Parent/Teacher conferences are scheduled the end of January.

Disciplinary Policy

Discipline is not punishment. It is the process of teaching children self-control and self-discipline. Our aim is to help the children learn what social acceptable behaviors are and how they will help the children in school and in all the years to come.

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. 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.

Since all children are different, disciplinary procedures are handled on an individual basis. The following disciplinary procedures are acceptable and are employed by the staff of 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. When time-out is used, 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 behavior problem persists, parents will be 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 Preschool and 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 preschool 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 Croc-like shoes are **not** permitted at any time.

Indoor and 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.

If a child is well enough to come to school, he/she is well enough to go outside. Children will not be kept inside if their class is going out unless a written excuse is obtained from the child's doctor. In the case that a written excuse is provided, the child will be required to go to the administrator's office or other supervised area during the time the rest of the class is outside.

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 play space during their active-play time. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

Our playground meets all of the safety standards established for play equipment for young children. It is surrounded by a fence for their safety and protection.

Wading Pool Policy

During the summer months, we schedule water days for the children. On those days, we put water in wading pools for the children to splash in. Parents must provide sunscreen for their children. State regulations do not permit Holy Cross School to provide the sunscreen due to possible allergic reactions. Parents are required to sign a permission form allowing us to apply sunscreen. The children are always carefully supervised by our staff, but we are extra vigilant during water activities.

Two-year-old children in diapers play in a separate pool. Written parental permission is required for children in the two-year-old class to play in wading pools.

Parent 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

Every teacher handles show and tell in a different way. Check with your child's teacher for his/her procedure. Suggested 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 parent and teacher.

Except for toys that are needed the opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in the car. Children will not be permitted to play with toys brought from home after the first couple weeks of school. Please do not get into the habit of bringing them.

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, the parent or guardian must sign a form the state prescribes which will be provided by center staff. **We cannot administer medication if it has been removed from the original container.** Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or bookbag.

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 the prescribed 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. If a parent requests any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Non-prescription medications may be administered for no longer than three consecutive days without instructions from the child's physician.

Child Abuse Policy

The administrator and each employee of Holy Cross School have been trained in child abuse recognition and prevention. We are required under Section 2151.421 of the Ohio Revised Code 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. 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 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 for the following:

1. An illness, accident, or injury occurs which requires first aid treatment.
2. A bump or blow to the head.
3. Emergency transporting.
4. 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.
- The mumps vaccine, while not currently required, is strongly recommended.

Emergency Action Plans

All the staff at Holy Cross School are committed to ensuring the safety and well being of the 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 will allow us to take the proper steps to treat any medical emergencies that arise. This form will be given to EMS personnel should they be called to our building. In the event that a child needs emergency transportation at any time, a member of our staff will call 911... 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 each room and followed when necessary.

Use of spray aerosols will be prohibited when children are in attendance at the center.

2. Fire and Severe Weather Drills

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 in each classroom that explains action to be taken and staff responsibilities in case of fire emergency or weather alerts. Diagrams showing evacuation routes are also posted. In the event of a fire, Holy Cross School will be evacuated. Parents will be called and should arrange pick up for their children as quickly as possible.

3. Severe Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, listen to local radio stations. Holy Cross School will follow the lead of Plain Local Schools in closing. If schools close during the school day, and Plain Local cancels its afternoon classes, our afternoon preschool sessions will be cancelled as well. Should the weather become bad during the day, parents are urged to use their own discretion in regards to whether or not to bring their children or to pick up their children early from Holy Cross School.

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 behind locked doors. If we are advised to close school or dismiss classes during the day, Holy Cross will communicate using the telephone and email. 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.