

Learn • Laugh • Pray • Grow • Explore • Soar

Littlest
ANGELS
SAINT AMBROSE PRESCHOOL



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SAINT AMBROSE PRESCHOOL
2018-2019 HANDBOOK

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HAPPY ANNIVERSARY!!!

Littlest Angels Preschool is celebrating its tenth anniversary!

Special anniversaries, like this one, are moments to celebrate and give thanks to God for all the blessings of 'these years.' **It all started with a wonderful conversation with Mrs. Mitchell.** She has a beautiful heart for our youngest members, and a deep desire to help them learn, grow and develop in the ways of the Lord. Over the years, she - and her team - have worked hard to help each 'little angel' understand that they are a special and unique child of God.

This anniversary year is also very special as our Littlest Angels Preschool engages in the **Step Up to Quality** accreditation process through the State of Ohio Department of Education. The LAPS team has been working hard to make sure that our program is using best practices and methods to help each child prepare for Kindergarten and a very bright and hopeful future. **I am confident that the SUTQ process will be a bold affirmation of the great work done in our LAPS every day.**

Thank you for choosing Littlest Angels Preschool. I am hopeful, and confident, that you are helping set a strong, loving, safe, and faith-filled foundation for your child(ren).

As we celebrate our tenth anniversary, we look back with thanks and praise to God. **We also look forward to a very bright future!!**

God bless you.



Father Bob Stec

DEAR PARENTS/GUARDIANS:

Welcome to LAPS. Thank you for sending your child to our school. I appreciate your trust and confidence. LAPS strives to develop your child's mind, body, and soul!

The handbook includes basic information, policies, and procedures of our program. To operate our school effectively, I ask you to read and become familiar with the handbook. Please take the time to read it and refer to it throughout the year.

We are very proud of our Catholic preschool. LAPS is an extension of your role as the primary educator of your child. This being the case, it is essential that you be exemplary in the practice of your faith. Regular attendance at Mass is expected, along with participation in school and parish activities.

Jesus said, "Let the little children come to me." Our program will place an emphasis on the love and teaching of Jesus. If you have any questions or concerns, please let me know. I look forward to working with you and your child as we begin their first stage of Catholic education. God bless you and your family.

Blessings,



Mrs. Catherine Mitchell
Preschool Director/Teacher

PHILOSOPHY AND GOALS

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

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning, and in fact, form the basis for all future learning.

A Catholic preschool program serves to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. Learning experiences and play activities encourage spiritual, intellectual, social, and physical growth.

The child should:

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

ADMISSION POLICY/REGISTRATION POLICY

Priority for admissions is as follows:

Current LAPS Families and St. Ambrose Day School Families who are registered, participating, and contributing members of St. Ambrose Parish,

Current St. Ambrose Parish Families who are registered, participating, and contributing members of St. Ambrose Parish,

As space permits, Catholic Families who are registered, participating, and contributing members of another Catholic parish as verified annually by the pastor of their home parish and,

As space permits, members of the community who desire for their child to receive a Catholic preschool education.

Prior to being considered for admission, all paperwork in the LAPS Registration Packet must be fully completed and fees must be paid.

The pastor, in collaboration with the preschool director, has the right to determine the admissions criteria and who will be admitted or readmitted into LAPS. However, no child will be refused admission due to race, national origin, color, or gender.

TUITION AND FEES, WITHDRAWAL AND PAYMENT POLICIES

Preschool Monthly Tuition 2018-2019 (per month, 9 month schedule)

| | Tuition | *Tuition w/Parish Support |
|------------------------------|---------|---------------------------|
| 3 Year Old (2 days) | \$153 | \$127 |
| 4 Year Old (3 days) | \$190 | \$153 |
| Pre K (5 days/AM) | \$274 | \$227 |
| Pre K PM Enrichment (5 days) | \$266 | \$220 |
| Pre K PM Enrichment (4 days) | \$250 | \$204 |
| Pre K PM Enrichment (3 days) | \$235 | \$189 |
| Pre K PM Enrichment (2 days) | \$225 | \$179 |
| Pre K PM Enrichment (1 day) | \$164 | \$118 |

*In order to be eligible to receive the tuition rate with parish support, the family must be a registered parishioner, involved in the parish, attending mass, and supporting the parish through ACH Sunday collection giving.

There is a Registration Fee (non-refundable) for Preschool of \$100 per student per school year.

If you are more than 15 minutes late picking up your child from school, the child will be placed in the Guardian Angels program and the established fee will be due upon picking up your child. A two week written notice of withdrawal is required, otherwise you will be charged for the entire month.

ABSENCES

When your child is absent from school, the parent/guardians must phone in the absence to the preschool director at 330-460-7361. Morning session should phone in by 8:00 a.m. Afternoon session should phone in by 11:30 a.m.

PRECHOOL CALENDAR

Preschool classes will begin September 4th and end May 21st. Please follow the monthly preschool calendar for vacations, holidays, special events, conference days, etc... If the Brunswick City Schools are closed for inclement weather, or an emergency situation, St. Ambrose Preschool will also be closed. If St. Ambrose has to close for reasons other than inclement weather (lack of heat etc.) the notification will be broadcast on the local television stations. Phone chains or automated phone calls will be used if possible.

DROP OFF AND PICK UP PROCEDURES

All children will be picked up and dropped off in front of the school building at the north-west door facing Pearl Road or Hilkert Hall north door. (This door will now be referred to as the preschool door.) Please follow the entrance and exit signs in the parking lot to form the car rider line. You should pull up along the curb lane with your passenger side closest to the school building. The teacher or aide will come to your vehicle and walk your child into the secured vestibule area of the school building. If you choose to pick up your child in the car rider line, you are to follow the same procedure. The teacher or aide will return your child to your vehicle. Please display your name sign in the front window of your car or hold it up for the teacher to see when you approach the door.

You may also have the option of parking your car and bringing your child to the preschool door and/or picking your child up at the preschool door. You must hold your child's hand and bring them to the teacher or aide stationed at the door. You must make sure that you make contact with the teacher or aide so that she is aware you are dropping off or taking your child. Please use extreme caution as the parking lot is very busy at drop off and pick up times. This option is at your own risk.

If you are late dropping off your child, you must bring your child to the school via the preschool door. All doors are locked and secured during school hours. Please ring the buzzer to the right of the door. You will remain outside until a staff member can greet you and escort your child to the preschool classroom.

If you are more than 15 minutes late at pick up time, your child will be placed in the care of the Guardian Angels staff and a fee will be accrued. If your child attends the morning class, your child will remain in the preschool room with the teacher, however a Guardian Angels fee will be accrued as well. You will need to "buzz in" at the preschool door in order to pick up your child.

For those of you who participate in the before school Guardian Angels child care prior to 7:50 am or the aftercare beginning at 2:00pm, please follow the procedures available in the guardian angels information you received when registering your child in the Guardian Angels program.

GUARDIAN ANGELS

Parents/guardians of children in the afternoon class have the opportunity to use the Guardian Angels program for after school care. Children in the morning class are invited to attend morning Guardian Angels if the parents/guardians have a need for morning care. An information packet can be requested at parent orientation or from the preschool director.

DAILY SCHEDULE

Saint Ambrose Preschool's daily schedule strives to promote mind, body and soul, as well as instill in each child a sense of curiosity, creativity, and love for learning. This is done through both quiet and active play, and includes individual, small group and large group activities. If applicable, a schedule of special classes which will provide other learning opportunities for the children will be distributed in September.

Three Year Olds- The program is held on Tuesday and Thursday mornings from 8:00- 10:30 or Tuesday and Thursday afternoons from 11:30-2:00.

Four Year Olds- The program is held on Monday, Wednesday and Friday mornings from 8:00-10:30 or Monday, Wednesday and Friday afternoons from 11:30-2:00.

Morning Daily Schedule:

| | |
|-------|-------------------------------|
| 8:00 | Arrival – Opening Exercises |
| 8:20 | Circle Time |
| 8:40 | Exploration Time/Small Groups |
| 9:20 | Story Time/Literacy Program |
| 9:40 | Music/Movement |
| 10:00 | Religion |

Afternoon Daily Schedule:

| |
|-------|
| 11:30 |
| 11:50 |
| 12:10 |
| 12:50 |
| 1:10 |
| 1:30 |

| | | |
|-------|--------------------|------|
| 10:20 | Readiness for Home | 1:50 |
| 10:30 | Dismissal | 2:00 |

Pre K- classes are held Monday-Friday from 8-10:30 with the option to attend afternoon enrichment classes.

5 Year Old Morning Daily Schedule:

| | |
|-------|-------------------------------|
| 8:00 | Arrival and Opening Exercises |
| 8:20 | Circle Time/Morning Meeting |
| 8:40 | Story/Literacy Time |
| 9:20 | Play and Learn Time |
| 9:40 | Math Time |
| 10:00 | Religion Time |
| 10:20 | Readiness for Home |
| 10:30 | Dismissal |

5 Year Old Afternoon Daily Schedule:

| | |
|-------|-----------------------------|
| 10:40 | Centers |
| 11:10 | Special Enrichment Classes |
| 11:50 | Bathroom Break |
| 12:00 | Lunch |
| 12:30 | Quiet/Rest Time |
| 1:00 | Music/Movement/Outside Time |
| 1:20 | Connection Time |
| 1:50 | Readiness for Home |
| 2:00 | Dismissal |

SCHOOL ORIENTATION

We are aware and sensitive to the fact that for young children it is sometimes hard to do new things, such as separate from parents. Therefore, we will provide experiences to allow for a positive adjustment and wonderful beginning school experience.

Prior to the first day of school, children will have the opportunity to participate in summer gatherings and attend an orientation session with their parents/guardians at a scheduled time. They will visit the classroom together, meet with the teacher, and participate in some classroom activities. Your positive attitude and support will also help your child to feel comfortable and positive.

WHAT TO BRING TO SCHOOL

Please dress your child in comfortable play clothes, appropriate for the weather, when sending them to school. For safety reasons, no dangling earrings or open toed shoes are permitted. The children will not need boots, as the sidewalks will be properly shoveled. Please send your child to school with the following items:

- A complete change of clothes in a clear plastic Ziploc bag marked with your child's name.
- School book bag labeled with child's name.

Label ALL items that your child will be bringing to school. On occasion, we will send home a wish list to the parents. We may need to collect a small fee for parties or special events.

WHAT NOT TO BRING TO SCHOOL

Please do not allow your child to bring electronic devices, including phones, tablets and watches. We will not be having snack during our school day, so please do not send in any food or drinks. Please do not let your child bring any toys from home unless it is a designated Show and Tell Day. This will allow for fewer personal toys being lost or broken.

SEPARATION: Tips for parents/guardians:

- As the beginning of preschool approaches, be low-key and matter-of-fact with your child about the first day of school. Over-stimulating the child with lots of exciting talk about school can actually increase his/her anxiety.
- Always say good-bye to your child. Tell your child, "I'll be back after you play awhile and have fun with your new friends, and then we will spend some time together."
- Mixed feelings about your child's first day of school are normal. You may feel like crying even though you are excited about this big step.
- Some children separate easily and barely have the need for a quick hug and "good-bye."
- Delayed reactions occur sometimes when, after an apparently easy separation, the child realizes that this is a regular routine. He/she may balk at going to school, but try to handle it in a firm, positive manner. Letting him/her stay home will only prolong the problem.
- Often a child will adjust by the third or fourth day of school, say a Thursday or Friday class, but after four days at home will be reluctant to come back next week. This will eventually work itself out when the child becomes accustomed to the routine.

FIELD TRIPS/TRANSPORTATION:

LAPS may take several field trips per year. Each parent is responsible for their own child's transportation and supervision to, from and during the field trip. A person who is trained in first aid will attend all field trips and provide a first aid box which meets all requirements. All necessary forms will be taken to all outings for each child. Written permission, which includes child's name, destination, date, and signature of the parent(s) is required for each child to attend the field trip.

CURRICULUM

LAPS follows the Ohio Department of Education Content Standards, which are aligned with the Diocesan Graded Course of Study.

A good preschool program promotes the development of mind, body and soul, of young children. The curriculum should not be centered on very specific subject areas, but rather it should be developed using a “hands-on” approach to learning in general. Multi-sensory activities that enhance the total development of the children are planned in a sequential manner that follows a theme or is part of a unit.

Social-Emotional

Preschool-age children are learning to talk about their feelings and the feelings of others. Social-emotional development, however, involves more than just expressing emotions. It entails taking turns, becoming independent in following routines, interacting more with peers, engaging in meaningful relationships with others, controlling emotions, and developing a positive self-image. These skills are crucial for children’s successful participation in school and home experiences and for their overall growth.

Technology

Technology and interactive media are tools that can promote effective learning and development when they are used intentionally by early childhood educators, within the framework of developmentally appropriate practice, and to support learning goals established for individual children. Technology and media should be used to support learning, not an isolated activity, and to expand young children’s access to new content.

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

Language is the development of communication skills that enable a child to share his or her world with others. At the preschool level, these skills include listening, speaking, and thinking. Learning experiences are provided that help a child express his/her thoughts and feelings in a variety of ways. An awareness of the five senses, visual discrimination, memory skills and auditory discrimination are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry, and finger plays enhance a love of language. A more formal literacy program may also add valuable, developmentally appropriate experiences that will balance out the language component.

Math/Science readiness at the preschool level involves the development of cognitive skills. Math knowledge comes from an understanding of colors and shapes, size differences, basic counting skills, classifying, forming sets and recognizing numerals. These concepts are taught through manipulative and play experiences.

Motor skills are a vital part of the young child’s development and are crucial to the learning skills he/she will need in the future.

Gross motor - Body coordination is enhanced through large motor activities of walking, running, jumping, hopping, dancing, and skipping. Arm-eye coordination is attained by throwing a large ball or beanbag, catching and aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games and organized play.

Fine motor - Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, coloring, and painting, pouring and using scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although dominance is not achieved yet. Eye tracking is another fine motor activity that promotes the left-to- right progression skill required for reading readiness.

LAPS REFERRAL PROCESS FOR STUDENTS

When a child demonstrates learning or behavioral difficulties, it is up to the classroom teacher to closely observe and document the child’s behavior. In order to support the child who is having difficulties, the teacher will attempt to adapt the activities and environment to meet the child’s distinct learning or behavioral needs. The teacher will also enlist the help of the child’s parents as they are the primary source of information concerning the child.

After using the Ages and Stages Screening Tool, along with other forms of assessment and documentation, a child will be referred for support services if needed.

Our process for referrals includes a parent conference to notify them of their need to seek outside support for their child. A list of Medina County Resources will be given to the families for their use and a parent worksheet will be given to them to aid them in their communications with various agencies.

Home school district information is provided so that a child can be more formally assessed in the areas of concern to determine if the preschool child qualifies for services.

Home School District Contact Information:

Brunswick Schools: Bright Beginnings Preschool- 330-273-0294
Medina City Schools: Helping Hands Preschool- 330-636-4600
Buckeye Local Schools: Buckeye Preschool- 330- 722-8257
Strongsville City Schools: Early Learning Preschool- 440-572-7046

Any follow up meetings will be attended by the director and classroom teacher. LAPS will support any services and inclusions as part of a plan to help the student.

TRANSITION POLICY

Adopting a purposeful approach to helping children and their families experience and navigate the transition process is essential. Transition practices actively involve staff, families and the community in creating seamless experiences for children as they enter preschool and kindergarten and adjust to school.

Key Understandings . . .

- Strong relationships with students' families and partnerships with early childhood programs help ease transition.
- Transition activities include screenings to ensure that children are healthy and ready to fully participate in the academic process.
- Transition activities begin well before children enter kindergarten and continue both formally and informally throughout the entire year.

Transition approaches also support all new students and families, including those who transfer to the school after the start of the school year. Your individual child's transition plan will be completed at fall and spring conferences or when your child enters the program.

STRATEGIES FOR TRANSITION:

INTO PROGRAM:

- Welcome and class placement letter
- Summer playdates with teachers and classmates
- Welcome Breakfast
- Summer festival invitation
- Summer service project
- Summer movie invitation
- Formal Orientation Sessions for parents and children
- "Two year old Angels in Training Program"

WITHIN THE PROGRAM:

- Open houses to visit the next classroom and teacher
- Conferences
- Preschool teacher visits/children visit classrooms
- Kindergarten teacher visits
- Kindergarten shadowing
- Eating lunch in cafeteria
- Kindergarten meet and greet for parents and children
- Encore class teacher visits
- Principal/Assistant Principal visits
- Developmentally appropriate lessons and stories

OUT OF THE PROGRAM:

- End of the year conferences
- Kindergarten screening
- Preschool screening and assessments
- Complete Child Transition form
- Transfer of records form
- Release of portfolio
- End of the year graduation and celebrations
- Gift for children transitioning before the end of the year including class picture

Transfer Policy/Form

In the event of a transfer of a child out of our program to another early childhood setting or to kindergarten at Saint Ambrose School or to kindergarten outside of our school, the parent has the right to request all of their child's records be transferred. The preschool director must have consent to release children's records to a new setting. A form for obtaining written parental consent is available from the preschool director at the parents request.

HEALTH AND SAFETY

All preschool staff members are alert to potential hazards. No child is ever left alone or unsupervised. Children will be greeted in the classroom by the teacher or aide and turned over to the parents/guardians at the end of the school day.

The school nurse/and or health aide will be available if needed throughout the school day. The school nurse, health aide, and our teachers and aides are trained in first aid, CPR, and communicable diseases. In case of illness, a child will be removed from the classroom. The aide will walk the child to the clinic. If parents/guardians are needed, you will be called and asked to pick up your child. Please make prior arrangements to have someone care for your child if he/she becomes ill at school.

In case of an emergency, the parents/guardians will be called asked to come to the school. If it is a serious accident, 9-1-1 will be called. We will take your child to the nearest hospital. The preschool director or a staff member will accompany your child and take your signed permission slip. You will be called immediately and asked to meet us at the hospital.

Medical Emergency Release Forms for each child are kept on file. These forms have pediatricians' telephone number and emergency telephone numbers, as well as the child's allergies, ongoing medication, previous hospitalizations, and permission to obtain emergency care.

The teacher and the classroom aide are sensitive to the child's behavior and actions. They will also observe the children for any health problems and refer them to our nurse who will notify you.

Please do not send a child to school unless his/her temperature has been normal for a minimum of 24 hours. Also, do not send a child with a cold, stomachache, vomiting, diarrhea, runny nose or earache.

All children are expected to play outside daily, weather permitting. Please send your child in appropriate winter clothing. If your child is not well enough to participate in the entire program, it is best to keep him/her home until completely recovered.

No prescription medications, vitamins, modified diet, or fluoride supplements will be administered unless instructions to administer are written, signed, and dated by a licensed physician, and are prescribed for your child. Forms are available in the school office.

Staff members responsible for administering prescription medication shall complete the written forms each time it is administered. Forms will be kept on file for one year.

We have regular fire, tornado, safety, and ALICE drills. Fire safety is part of our curriculum.

Hand washing before snacks and after restroom break are stressed. The teacher and the aide always wash their hands before handling food. Please notify us of any changes in your place of employment or residence. We must have a working emergency number at all times.

LAPS HEALTH SCREENING AND REFERRAL PROCESS

Health screening benefits the overall health of the young child. It is through checkups and tests that physicians can identify potential health problems. Through health screening, healthy eating and regular physical activity, caregivers can help children learn healthy living habits which can last a lifetime. Annual health screenings and well-check visits are required for a child to attend an early childhood program. This protects the health of all the children and educators.

Health screenings may include children's vision, hearing, dental, height, weight, and blood lead levels. Upon enrollment, and each year thereafter, screening information will be obtained by the program through completing and collecting the Ohio Department of Health Physical and Immunization Form. Parents will be provided with community resources for obtaining these well-checks and health screenings.

Medina Family First Council is a wonderful resource for families of young children who need to obtain health screenings. www.familyfirstmedina.org/early-childhood-help-me-grow.html

Another available resource for our families is Healthchek Services. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information: medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx

MANAGEMENT OF COMMUNICABLE DISEASES

If a child has more than a runny nose or a stuffy nose, he/she should not come to school. Please follow these guidelines when your child is ill.

Please keep your child home 24 hours after the break of a fever. If your child is sick during the night or before school, please keep him/her home. If you suspect strep throat and have a culture taken, please do not send your child to school until you receive the negative result of the culture. If your child has a temperature of 100 degrees or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the doctor, depending on the illness. Please inform us if your child becomes ill with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

The following precautions shall be taken for children suspected of having a communicable disease: The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian: diarrhea (more than abnormally loose stool within a twenty-four hour period); severe coughing, causing the child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; yellowish skin or eyes; conjunctivitis; temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness; untreated infected skin patch(es); unusually dark urine and/or grey or white stool; or stiff neck; evidence of lice, scabies, or other parasitic infestation. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following: unusual spots or rashes; sore throat or difficulty swallowing; elevated temperature; and vomiting.

DISCIPLINE POLICY

LAPS curriculum is designed to promote positive and enjoyable learning experiences for the child, and positive interactions between adults and children.

The goal of our preschool program is to help each child develop a feeling of positive self-worth, competence, and mastery. Therefore, discipline will be approached from the realization that children need to learn self-control and to be able to internalize rules of behavior. Clear rules of behavior and clear directions for compliance shall be established at the beginning of the year. Positive feedback will be given to the child for following the classroom rules.

The rules of the preschool will be for safety, general health, and social interaction. A comfortable atmosphere and consistent daily schedule will provide each child with a sense of security and confidence. Each child's individual rights shall be respected at all times.

The following list specifies the strategies for discipline and guidance:

- Clear, consistent, and reasonable limits will be set, and then followed through when enforcing these limits.
- The rules and direction for guidance will be done in a positive way.
- The child's positive behavior will be emphasized.
- The uncooperative child shall be directed to another activity.
- When a child's negative behavior shall involve frequent hitting, pushing, biting, or harm to himself/herself or other children, equipment, the child shall be removed for the scene for "time out".
- Parents/guardians will be informed of inappropriate behavior.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall not be cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.

- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a preschooler staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

TEACHER DIRECTORY

| | |
|---|------------------------|
| Mrs. Catherine Mitchell , Preschool Director/Teacher | CMitchell@staschool.us |
| Mrs. Melissa Yarmesch , Preschool Teacher | MYarmesch@staschool.us |
| Mrs. Sherri Petrigac , Preschool Teacher | SPetrigac@staschool.us |
| Mrs. Kris Mick , Instructional Aide | |
| Mrs. Becky Nettles , Instructional Aide | |
| Mrs. Erica Horman , Instructional Aide | |

PARENT COMMUNICATION

Our usual means of communicating with the parents/guardians are by e-mail and the See Saw App. Check the child's folder daily to see if he/she is carrying a message or important forms or paperwork. A weekly newsletter will also be emailed to keep parents informed of events, changes to the schedule, administrative needs and Step up to Quality communications .

Formal progress reports will be sent home twice a year in the fall and in the spring.

The Littlest Angels PTU is a parent group designed to provide support to the preschool families, children and preschool program itself. All preschool families are encouraged to become members of the Preschool PTU. Information will be distributed at orientation or on the first day(s) of school.

Telephone conferences or parent/teacher conferences will be offered two times a year. The school phone number is 330.460.7361. Please send e-mail correspondence to CMitchell@staschool.us.

Saint Ambrose Preschool has an open door policy. We encourage parents and guardians to participate in field trips, special events, room parties, etc.. Parents who wish to participate in volunteering for school activities must be Virtus trained and finger printed. More information regarding this policy may be obtained from the preschool director. Volunteer packets are available on the church and school website for those who are interested. To report any licensing violations, please contact preschool director or Ohio Department of Education at 877-644-6338 or contact.centereducation.gov.

FOOD ALLERGY POLICY

LAPS recognizes the potentially serious consequences of children with allergies.

LAPS does not claim to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

1. Medical Management

Each student at risk for a life-threatening allergic reaction must have a plan completed annually by a physician and on file with the preschool director. One copy should be stored with each of the student's Epi-pens.

The parents of a child with food allergies, along with the student, are responsible for alerting the teacher to the food allergy and making plans together for how to best accommodate the student based on the guidelines presented in this policy.

Any student who has been given epinephrine, either manually or via an auto-injector device such as an Epi-pen, must be transported to the hospital via emergency services personnel.

All teachers should be instructed to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to administer an Epi-pen or Twinject. The school director will be responsible for the training of the staff members and this training should take place at the beginning of each school year.

Parents of children with food allergies are responsible for their emergency medications at off-site activities such as field trips.

Students' Epi-pens or Twinjects must be stored in a secure but unlocked location easily accessible by the director or classroom teachers to ensure prompt availability in the event of an allergic emergency at school.

2. Risk Reduction - Classrooms

All classrooms are to be peanut and tree nut-free. Depending on the presence or absence of students with food allergies using the classroom and the severity of the allergy itself, packaged snacks which bear a warning that they were processed in a facility with, shares equipment with, or processed on a line with peanuts or tree nuts may not be acceptable. This issue should be addressed by the parents and teacher together at the beginning of the school year, particularly if an allergy to another food is present, and communicated to all class parents. **FOR THE 2018-2019 SCHOOL YEAR, CHILDREN MAY BRING IN FOOD ITEMS PROCESSED IN A FACILITY THAT SHARES EQUIPMENT WITH OR PROCESSED ON A LINE WITH PEANUTS OR TREE NUTS. STUDENTS MAY NOT BRING IN PEANUT BUTTER OR PEANUTS OR TREE NUTS.**

Treats brought into the classroom for daily snacks, class parties, birthdays, etc. must meet this criteria. Students with food allergies should be encouraged to keep a supply of safe treats at school for these occasions. No student with a food allergy should be allowed to eat any food not specifically supplied or approved by his/her parent.

Classroom activities that involve the use of food, either for craft or educational purposes, will be monitored by the adults and children with known allergies will have limited/no contact with the food items. In no instance should the use of peanuts or tree nuts be allowed in any classroom.

Teachers must post a notice in their classroom regarding the presence of students with food allergies in their class, as well as the location of the appropriate medications. This will enable anyone who comes into the classroom as a substitute to be prepared for an allergic emergency.

3. Risk Reduction – Field Trips

Field trips must be attended by a parent or a guardian in order for the student to attend the field trip.

The parent or guardian would be responsible for bringing and administering an Epi-pen or Twinject as applicable. This designated person should accompany the child for the entire field trip.

4. Risk Reduction – Optional Pre K Lunch Program

ALL LUNCHESES MUST BE PEANUT AND TREE NUT FREE.

No food sharing is allowed. For children with other food allergies, a meeting should be set up with the director prior to attendance in the lunch program to determine whether a special plan can be set up ensuring their safety.

5. Risk Reduction – Preparing for an Emergency

All school staff should be trained in how to recognize life-threatening allergic reactions. The school food allergy emergency plans must include coordination with local EMS for emergency response in the event of anaphylaxis. Emergency medical forms for each child must be on file.

NAP TIME PROCEDURES

One cot or mat shall be available for each child who remains more than five consecutive hours in the program.

(1) Each cot or mat, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures.

(2) Cots, mats and individual bedding shall be thoroughly cleaned with an appropriate germicidal detergent and sanitized regularly before assignment for use by another child.



JUNE

- 13:** Play Date at Neura Park (10am-11am)
- 21-24:** Saint Ambrose Summer Festival

JULY

- 12:** PJs and Popsicles (7-8pm) Picnic tables at Saint Ambrose Parish

AUGUST

- 26:** Preschool Family Donut Social (after 9:00 mass-Hilkert Hall)
- 29:** Orientation meetings for 4 year old classes 9:30/1:00
Orientation meeting (make up for day sessions) 7pm
- 30:** Orientation meetings for 3 year old classes 9:30/1:00
- 31:** Orientation meeting for the 5 year old class 1:00

SEPTEMBER

- 3:** Labor Day- No School
- 4:** Preschool Begins for Three Year Old Classes @ 9:00 am / 12:30pm
Preschool Begins for 5 Year Old Class @ 8:00 am
- 5:** Preschool Begins for Four Year Old Classes @ 9:00 am/ 12:30 pm
- 6:** Three Year Old Classes @ 9:00 am / 12:30pm
- 7:** Regular School hours begin for all classes (8:00-10:30, 11:30-2:00)
- 15:** Angel Dash (Hilkert Hall Gym 10:00-11:00)
- 19:** Field Trip to Hillside Orchard (4s Petrigac &2s) 10:00-11:30
- 20:** Field Trip to Hillside Orchard (3s) 10:00-11:30
- 21:** Field Trip to Hillside Orchard (4s Mitchell) 10:00-11:30
Field Trip to Hillside Orchard (5s) 12:30-2:00

OCTOBER

- 4:** "Bucket Filling" Session
- 12:** No School- Teacher Inservice
- 20:** Safety Saturday (Hilkert Hall 10:00-11:00)
- 30/31:** Fall Harvest Parties

NOVEMBER

- 6:** No School – Parent/Teacher Conferences 7:30am-7:30pm
- 15/16:** Preschool Picture Days (3s 15th, 4s/5s 16th)
- 19/20:** Thanksgiving Classroom Celebrations
- 21-23:** Thanksgiving Break

DECEMBER

- 11:** "Jesus, Me and my Christmas Tree" Family Event
- 20/21:** Classroom Christmas Parties
- 24:** Christmas Break through January 4, 2019

JANUARY

- 7:** Classes Resume
- 13:** Special Person Day (9:00 Mass and Gathering)
- 21:** No School – MLK Day
- 27-Feb 1:** Catholic Schools Week

FEBRUARY

- 2:** Preschool Family Celebration (Brunswick Rec Center 5-9pm)
- 14/15:** Classroom Valentine's Day Parties
- 18:** No School- President's Day

MARCH

- 8:** No School-Teacher Inservice
- 25-29:** Spring Break

APRIL

- 6:** Service Saturday (10:00-11:00)
- 11:** Family STEAM Night
- 19-22:** Easter Break (Good Friday/Easter Monday)
- 25-27:** Ohio AEYC Conference- No School

MAY

- TBD:** Field Trip to Spring Mist Farm
- 14-16:** Parent/ Teacher Conferences-School in session
- 18:** May Crowning (LAPS 10:00-11:00)
- 20:** Last Day of School 4 year olds/Graduation 6:30pm
- 21:** Last Day of School 3 year olds
- 21:** Last Day of School 5 year olds/Graduation 6:30pm

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Saint Ambrose School

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