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SAINT AMBROSE PRESCHOOL

2023-2024 HANDBOOK



Littlest Angels Preschool Mission Statement

Ever focused on each student's faith formation, our teachers will apply new thinking and best practices in Early Childhood Education to empower our boys and girls to thrive in Kindergarten and beyond.

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WWW.SAINTAMBROSESCHOOL.US

WELCOME TO SAINT AMBROSE LITTLEST ANGELS PRESCHOOL!

Littlest Angels Preschool encourages the development of the mind, body and soul of young children. We believe every child is a precious gift from God. Our program facilitates interaction with other children and adults, in an atmosphere of Christian love and concern, which promotes the healthy development of each child.

For the best interest of the children we serve, it is vital that school administration, faculty and staff work as partners with parents. We foster a school community and culture in which everyone can thrive, built on mutual respect and trust.

This handbook is provided so that you have the information you need to assist in your family's transition to preschool by outlining our policies and procedures. Please pay special attention to the sections on LAPS parent partnership, drop off and pick up procedures, what to bring and not to bring to school, communication and health and safety. We believe this handbook will be a good first resource for you when you have questions about our preschool.

Littlest Angels Preschool has been serving families in our parish and community for 15 years and we are proud to say we have held our 5 Star Step Up To Quality rating since applying five years ago! We will always strive to provide the very best for every child and family. These preschool years are some of the most important years of your child's growth and development. Through use of effective early childhood practices appropriate for young children, we recognize this fact, and offer you our support as well. We look forward to having you join us as we work together for the best of each child and family.

We are blessed to partner with you in your child's early education and beginning faith formation!

With joy and gratitude,

Mrs. Catherine Mitchell
Littlest Angels Preschool Director/Teacher

LITTLEST ANGELS PRESCHOOL PROGRAM GOALS

- Enhance children's feelings of comfort and security.
- Awaken a love for God, others and themselves.
- Develop personal and shared faith through prayer, devotion, study, worship and service.
- Provide opportunities to translate experience into understanding.
- Address all aspects of children's development.
- Teach children concepts and skills through active manipulation of objects.
- Design activities, which are carefully and developmentally sequenced, so that concepts and skills are appropriately presented by utilizing a variety of methods and techniques.
- Enable children to experience both challenge and success, encouraging problem solving and compromise.
- Provide individualized instruction and small group activities rather than requiring children to move as a group from one learning objective to the next.
- Encourage children to learn those things which are important to them at their own developmental level and pace, meeting individual needs and benchmarks.
- Communicate in ways which enhance children's critical thinking.
- Model and support forming positive and healthy relationships with teachers and peers.

SAINT AMBROSE LITTLEST ANGELS PRESCHOOL PARENT CODE OF CONDUCT

The entire staff of Saint Ambrose Littlest Angels Preschool is dedicated and committed to assist and cooperate with you in accomplishing the tremendous task of educating your child. We aim to foster each student's moral purpose; their social, emotional, spiritual, intellectual and physical growth; their artistic and cultural sense; their humility and sense of service to others; and their ability to respect others and to be personally accountable.

To achieve these aims, the parish, school and home must work collaboratively as one unit. By sending your child to Saint Ambrose Littlest Angels Preschool, parents understand the responsibility to accept and support these values. Since we are a Catholic school, we model and teach values that are based on the Gospel of Jesus Christ. We do more than merely teach academics; we teach the Catholic way of life.

For the best interest of the children we serve, it is vital that school administration, faculty and staff be able to work as partners with parents. We foster a school community and culture in which everyone can thrive, built on mutual respect and trust.

As your partners, and in respect of our commitment to you and your children, we expect each parent to abide by this code of conduct.

Before responding to a frustration or concern, we must ask ourselves questions about the actions we are going to take:

- Do my actions align with our Catholic Christian faith?
- Do my actions align with our school mission?
- Do my actions align with our shared values?
- Do my actions reflect well on myself and our school?

Committing to one another, these are our basic expectations of our partnership:

- Being kind to one another, above all, without exception.
- Using the same manners in our actions and words with one another that we teach our children.
- Seeing the good in one another in spite of genuine mistakes that may be made.
- Listening to one another and really hearing what the other person is saying.
- Never harassing or acting in an offensive or abusive manner towards one another.

As partners, we ask you to remember that the best way to discuss concerns is to go to the source to seek resolution. Administrators, faculty and staff cannot assist with concerns if they are not taken to them. Sometimes when the conflict or concern is fresh and emotions are running high, we may not act in a way we intend in the moment. After time to reflect and pray, we welcome conversation via email, phone call or appointment to schedule a meeting. For the best interest of the partnership will not address concerns or conflicts in front of children or other parents.

One of our most powerful tools is social media, however, negative social media posts about our school, administration, faculty or staff, policies or personal situations serves no purpose other than to undermine our partnership and the mission of the school.

In order for Saint Ambrose Littlest Angels Preschool to carry out its Christ centered mission, it is imperative that every parent be respectful and supportive of the school, its faculty and staff, its students, its families and the school and parish administration. If parents are unable to honor their partnership with our school by violating our code of conduct, parents should expect to meet with administration, including the Preschool Director, Principal and Pastor, to discuss the violation and determine if the partnership will continue for the good of all parties involved. Your signature on the handbook form indicates your agreement with the policies in the handbook including the Littlest Angels Preschool Parent Partnership Code of Conduct.

We are happy and blessed to have you as partners in your child's first steps in early childhood education. Our commitment is to always act in the best interest of the children and families we serve.

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, the application in Digital Academy 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 2023-2024 (10 month schedule)

	Full Tuition	Monthly
2 Year Old (1 Day)	\$125 for 10 sessions	
3 Year Old (2 Days)	\$1,600	\$160
4 Year Old (3 Days)	\$2,050	\$205
Enrichment Add On, 3 Days	\$2,225	\$222.50
4 Year Old (5 Days)	\$2,700	\$270
Enrichment Add On, 1 Day	\$1225	\$122.50
Enrichment Add On, 2 Days	\$1500	\$150
Enrichment Add On, 3 Days	\$2,225	\$222.50
Enrichment Add On, 4 Days	\$2400	\$240
Enrichment Add On, 5 Days	\$2,550	\$255
5 Year Old (5 Days)	\$2,700	\$270
Enrichment Add On, 1 Day	\$1225	\$122.50
Enrichment Add On, 2 Days	\$1500	\$150
Enrichment Add On, 3 Days	\$2,225	\$222.50
Enrichment Add On, 4 Days	\$2400	\$240
Enrichment Add On, 5 Days	\$2,550	\$255

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.

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.

ABSENCES

When your child is absent from school, the parent/guardians must email the classroom teacher. Morning session should email by 7:45am. Afternoon session should email by 11:15am.

PRESCHOOL CALENDAR

Preschool classes will begin August 28, 2023 and end May 23, 2024. 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, Saint Ambrose Preschool will also be closed. If Saint Ambrose has to close for reasons other than inclement weather (lack of heat etc.) the notification will be broadcasted on the local television stations. Phone chains or automated phone calls will be used if possible.

DROP OFF AND PICK UP PROCEDURES

To limit the number of individuals inside our buildings, we are asking that parents/caretakers do not enter the building with their child when dropping off or picking up. A staff member will meet you at the preschool door.

A preschool staff member may check the temperatures of all children upon arrival. A daily symptom assessment, including the checking of temperature (per the CDC, symptoms include cough, shortness of breath, difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and new loss of taste and smell), must be done on your child before bringing them to school to avoid any turning away of your child once you arrive. If any individual has a fever of 100 degrees or higher, they may not enter the building. If returning to school after having a fever, a child must be fever-free without the use of medication for at least 24 hours prior to returning to school.

Staff will ensure that children wash their hands prior to departure. This may require staff to assist children with handwashing. 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 childcare prior to 8:00am 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. Information can be requested at parent orientation or from the preschool director. (Subject to staffing.)

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. Class assignments and specific start/end times have been communicated to families. Classes will operate between the hours of 8:00am-2:15pm.

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 to the school experience. Prior to the first day of school, a virtual orientation session, an open house and classroom meet and greet will be offered for parents/guardians. 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. Please send your child to school with the following items:

A complete change of clothes (shirt, shorts/pants, socks, underwear) in clear plastic Ziploc bag marked with your child’s name; bag will be kept in the child’s bookbag.

Parents will provide daily snacks, lunch and water bottle (no glass); snack is to be labeled in the lunch box; lunch boxes need to be cleaned daily at home.

School supplies will be determined by the director or teacher and shared prior to the first day of school.

WHAT NOT TO BRING TO SCHOOL

Please do not allow your child to bring electronic devices, including phones, tablets and watches. Please do not let your child bring any toys from home.

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.

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 are 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 fingerplays 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 City Schools: Kidder 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
Summer Festival Invitation
Summer Parish Events Invitation
Formal Orientation Sessions for Parents and Children
“Two Year Old Angels in Training Program”
Spirit Sunday
Classroom Meet and Greet Sessions

WITHIN THE PROGRAM:

Open houses to visit the next classroom and teacher
Conferences
Preschool teacher visits/children visit classrooms
Kindergarten teacher visits
Kindergarten playdate
Kindergarten meet and greet for parents and children
Principal visits
Developmentally appropriate lessons and stories

OUT OF THE PROGRAM:

End of the year conferences
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

Ohio mandates that ODE preschools operate under staff to child ratios and maximum group size limitations at all times. We will also restrict the mixing of groups to maintain distancing, as well as restricting nonessential visitors, volunteers, and activities involving other groups at the same time. Our playground, along with any communal space, including bathrooms, will be sanitized for the children's safety. Staff will sanitize communal spaces between each group of children.

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 teachers and aides are trained in first aid, CPR, and communicable diseases. In case of illness, a child will be removed from the classroom. 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 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 who may be experiencing any symptoms of illness: difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, new loss of taste or smell, stomachache, vomiting, diarrhea, runny nose or earache. If any individual has a fever of 100 degrees or higher, they may not enter the building. If returning to school after having a fever, a child must be fever-free without the use of medication for at least 24 hours prior to returning to school.

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, and safety drills. Fire safety is part of our curriculum.

Children and staff must also follow handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
 - Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).
- Prior to departure.

Please notify us of any changes in your place of employment or residence. We must have a working emergency number at all times.

All incidents and injuries will be written up on an Incident/Injury Report Form JFS01299. Copies will be put in the child's folder. Parents are asked to sign one copy and return to the classroom teacher which will file the signed copy in the child's file. The preschool will maintain an Incident/Injury Log.

To file a child care complaint or report a child care health and safety violation, contact your state licensing office at 877-302-2347 or email childcarepolicy@jfs.ohio.gov. Parents are invited at any time to review and obtain a copy of the inspection reports. Parent should contact the preschool office at 330-460-7361.

Developmental progress will be reviewed and reported to the parents through our SeeSaw app, completed work and projects sent home in folders, progress reports, setting and reviewing goal sheets, reviewing screening and assessment tools, especially noting areas of concern. Parent/teacher conferences will be held twice a year in November and May and upon teacher or parent request.

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 99 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.

Suspected Illness

Per Ohio mandate, staff must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

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 from 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 developmental 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.

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 2023-2024 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.**

Snacks brought into the classroom must meet this criterion. 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 – Optional Enrichment / Lunch Program

ALL LUNCHES 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.

4. 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

Each child who remains more than five consecutive hours in the program must rest. Mats will be provided and stored at school and sanitized after each use.

TEACHER DIRECTORY

Mrs. Catherine Mitchell, Preschool Director/Teacher

Mrs. Melissa Yarmesch, Preschool Teacher

Mrs. Sherri Petrigac, Preschool Teacher

Mrs. Pamela Jeffi, Preschool Teacher

Miss Alexandria McGill, Preschool Teacher

Miss Megan Franc, Instructional Aide

Miss Emma Jones, Instructional Aide

Mrs. Kris Mick, Instructional Aide

Mrs. Dawn Smith, Instructional Aide

Mrs. Anne Moore, Instructional Aide

Mrs. Mary Jo Weihrouch, Preschool Guardian Angels

Mrs. Connie Buzek, Preschool Guardian Angels

CMitchell@staschool.us

MYarmesch@staschool.us

SPetrigac@staschool.us

PJeffi@staschool.us

AMcgill@staschool.us

PARENT COMMUNICATION

Our usual means of communicating with the parents/guardians are by email and the See Saw App. 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. Please contact your child's teacher directly by email with questions or concerns.

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.

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

LAPS CALENDAR

AUGUST

20 Spirit Sunday
23-25 Class Meet & Greet sessions
23 Google Meeting Preschool Orientation at 6:30 pm
28 First day of school for 5 days a week students
29 First day of school for 3 year olds
30 First day of school for part time (MWF) 4 year olds

SEPTEMBER

5 Labor Day- No School
6 Guardian Angels After Care begins (tentative)
29 Golf and Give Fundraiser

OCTOBER

10 Family Story Time/Literacy Night 6:00pm
30-31 Fall Harvest Classroom Parties

NOVEMBER

13-17 Preschool Conferences (virtual)
22-24 Thanksgiving Break
TBD Preschool Picture Days

DECEMBER

9 Christmas Family Event
19-20 Classroom Christmas Parties
22 Christmas Break Begins

JANUARY

3 Classes Resume
15 No School – MLK Day

FEBRUARY

13-14 Classroom Valentine's Day Parties
19 No School- Presidents Day

MARCH

9 Angel Gala
13 Family STEAM Night
25-29 Easter/Spring Break

APRIL

1 Easter Monday – No School
25-27 No School - Ohio AEYC Conference
TBD Spring Pictures

MAY

TBD Preschool Conferences
22 Evening End of Year Celebration
23 Last Day of School
24 Preschool Graduate Recognition 10am