



Calvert Catholic Schools  
One Family Committed to Christ  
Spiritually • Academically • Physically • Socially

# Calvert Catholic Schools

## Preschool Handbook

2018-2019

## **Mission Statement**

### **Calvert Catholic Schools**

One Family Committed to Christ

Spiritually - **Developing** Future Disciples

Academically - **Fostering** Educational Excellence

Physically - **Maximizing** One's Potential

Socially - **Infusing** Leadership and Service

## **Philosophy of Calvert Catholic Schools**

Calvert Catholic Schools, A Diocesan School in the Roman Catholic Diocese of Toledo, is one family committed to Christ preparing students from pre-kindergarten through high school to enter the world permeated with strong Catholic values.

Spiritually \* Developing Future Disciples: We fully engage in the teachings of Jesus Christ and the Roman Catholic Church which we incorporate into our daily lives in and out of the classroom

Academically \* Fostering Educational Excellence: We provide pace-setting curriculum and state of the art technology, and offer challenging courses along with specialized training for the success of all students.

Physically \* Maximizing One's Potential: We encourage the development of the whole student through involvement in our strong athletic programs and physical education classes in pursuit of a lifetime of health and wellness.

Socially \* Infusing Leadership and Service: We reveal natural leadership qualities and equip student with the skills to enhance service opportunities in our school, parishes, and communities to go forth and light the world.

## **Pre-Kindergarten Philosophy**

The philosophy for the pre-kindergarten is to provide a loving and nurturing environment, where the child will be provided with a learning atmosphere to encourage their individual growth.

## **Goals of the Pre-Kindergarten Program**

1. To assist parents in their right to educate their children.
2. To guide the students in the development of skills, attitudes and interests which will encourage them to recognize their uniqueness as individuals.

3. To give instruction in Religious Education, both by word and deed showing by example that all children are loved by God, by their families and their schoolmates.
4. To provide a balance of daily activities that will help the child develop physically, socially, emotionally, intellectually, spiritually, and morally.
5. To provide play experiences and a sound foundation in basic skills, that will contribute to the developmental needs of the child, and provide opportunities for reasoning and thinking.
6. To provide opportunities appropriate for interacting with other children and developing wholesome relationships.
7. To provide an array of developmentally appropriate activities and experiences that will develop creativity, appreciation for the arts; and at the same time learning to share, cooperate, socialize, and learn responsibilities.
8. To provide academic opportunities based on the child's individual needs that will build foundations for future academic pursuits.
9. We will introduce the students to technology by using the materials available that are age appropriate.
10. Realizing our accountability for excellence in education, we provide a program of evaluation and a measurement of each child's development.

#### **Enrollment Policy**

Registration packets (ODE approved) are available online. Hard copies (paper copies) are available in the school office. Enrollment is available to students of any race, religion, and color, national or ethnic origins. Children will be admitted on a first come first serve basis. Your registration fee (for new students) is non-refundable. It will guarantee your child a placement in a pre-kindergarten class. Classes are available for each age group. (3 year olds / 4 year olds) \*\*The cut-off date is Sept. 30<sup>th</sup> for each age group. Bridging K for 5 year old children is also available. \*\*The cut-off date is Jan. 1<sup>st</sup> of that academic school year for Bridging. In the event that the class you request is full, your child's name will be placed on a waiting list.

\*We will do our best to accommodate your section that you request. However, there is no guarantee that we will be able to honor all requests.

#### **Withdrawal Policy**

Parents who wish to withdraw their child from the program should inform the school in writing of this intention.

### **Tuition**

Tuition stated in the packet is for the entire school year. However, you may pay for the entire year tuition, or you may break it down and pay it quarterly or monthly. \*Please see FACTS tuition management paper to sign up for payment option. No credit will be extended if your child is absent. If you fail to keep up on payments, you will receive a past due notification. The terms of how the payment will be handled will be sent to you through a link called FACTS.

### **Arrival and Dismissal**

Please bring your child to the pre-kindergarten classroom no earlier than 10 minutes before class begins. You must wait with your child. The teacher will open the door when planning and preparation time is complete. You must accompany your child to and from their classroom. No child will be allowed to leave the classroom unattended or without an authorized person. Children will only be released to those on your child's authorization sheet. THIS IS FOR YOUR CHILD'S PROTECTION. \*If you are sending a sibling to pick up your pre-kindergarten child, they must be in 7<sup>th</sup> grade or above.\* If your child is not picked up promptly, we will try to reach you by phone. However, if we are unable to reach you after 10 minutes, we will place your child in extended day and you will be billed accordingly.

### **Program Days and Hours**

The 3 year old program (must be 3 by September 30<sup>th</sup>) will be offered 2 or 3 half days a week. Morning session will be from 8-11AM. Extended day is available to anyone enrolled in a program at CCS elementary.

The 4 year old program (must be 4 by September 30<sup>th</sup>) will be offered 3 and 5 half days a week. Morning session will be from 8-11AM. The afternoon session will be from 12-3PM. Extended day is available to anyone enrolled in a program at CCS elementary.

The Bridging program is an early Kindergarten program. It is focused on helping those young five year olds, or children who are not quite ready for kindergarten, become more prepared for their critical early years of school. It will be offered 5 full days a week. To be eligible for Bridging, the student must turn 5 by January 1st of that academic school year. Extended day is available to anyone enrolled in a program at CCS elementary.

\*\*You will notified by mail your class placement.

### **The Program/Curriculum**

Our program emphasizes working together and sharing by using individual responsibility through free play, music, art projects, stories, crafts, dramatic play and age appropriate books to encourage participation and creativity. The structure and use of specific learning centers within the pre-kindergarten classroom enables the teacher to direct activities but at the same time consider and address individual differences. This hands-on approach provides multi-sensory experiences, which ultimately contribute to the growth and development of the whole child.

3 year olds –will focus mainly on social activities. Learning to play with other children, sharing, putting toys and supplies in their places, listening and following directions are the more consistent aspects of the program. Cognitive activities, along with fine motor and gross motor skill development are introduced at an age-appropriate pace, scope and sequence.

4/5 year olds –will be able to spend more time on cognitive developmental activities such as colors, shapes, days, months, seasons, matching classifying, etc. Kindergarten prep skills are worked on in this age group. The hands-on approach continues at this level, nurturing thinking and creativity. Gross motor skill development involves more gymnasium and outdoor activities.

Bridging -will work on becoming more self-assured in all skill areas. It is our hope to have these students grow in their confidence to set them up for a successful learning experience in the future. The bridging program is an all day program. Therefore, they do have a rest time provided during their daily schedule. They each provide their own rest mat.

We use the Creative Curriculum, along with one adopted from the Cleveland Diocese, that aligns the Creative Curriculum with religion standards for being a Catholic school. It is developmentally appropriate and goes with the early learning content standards.

The religious and spiritual aspect of the pre-kindergarten program will be appropriately evident across classroom activities. The programs provide a religious foundation using the “I Am Special” principles. The programs incorporate a variety of sensory experiences that will appeal to the child’s sense of wonder about God.

Students who are identified with an IEP typically are served within their home school district of the child’s residence.

### **State Regulations**

We are a State certified institution. As such, we are subject to inspection, evaluation, and requirements dictated by the ODE Office of Early Childhood Education. Therefore, it is absolutely essential that all forms, immunizations, and documents required with the registration forms, be turned in to us and filled out completely. A copy of the license is located and posted inside each pre-kindergarten classroom door. The letter we receive after inspection (about our compliance) is also posted. The telephone number available to you, if so needed, is 614-466-0224.

### **Staff/Child Ratios**

A licensed teacher will be staffed in each classroom. A pre-kindergarten aide will be staffed in each classroom dependent on class size. We will follow the ratios set by the ODE. The ratio for the 3 year old classroom is one adult to twelve children. The ratio for the 4/5 year old and Bridging classroom is one adult to fourteen children.

### **Schedule**

### 3's

Basic Religion Concepts	Circle Time
Art Activities	Free Play
Fine/Gross Motor Skills	Gym Activities
Music	Snack Time
Stories/Language Arts	Social Skills
Guidance	

### 4/5's

Basic Religion Concepts	Circle Time
Kindergarten Readiness Skills	Free Play
Art Activities	Gym Activities
Fine/Gross Motor Skills	Music
Technology	Snack Time
Stories/Language Arts	Social Skills
Guidance	

We encourage the children to be responsible for picking up and taking care of the classroom.

### **Behavior Management/Discipline**

Discipline involves the effort to nurture respect for others, respect for property as well as respect for self. We will make every effort to ensure children grow in understanding of these values. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation or "time out" from problem situations, redirecting to a positive model, talking about the situation and praise for appropriate behavior. \*There will be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, shaking, spanking or biting. \*No discipline shall be delegated to another 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 a confined or enclosed area. \*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 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 of the pre-kindergarten program. Children will be under the supervision of a staff member or parent at all times.

### **Parent Involvement and Communication**

Parents may visit the pre-kindergarten classroom at any time by simply notifying the teacher and principal of their presence by signing in on the visitor's roster in the school office.

Progress reports are sent home twice a year. Teachers are continuously monitoring each child's developmental progress. Quarterly narratives are sent home each 9 weeks. Conference days are held each semester. Parents may, of course, schedule conferences with the teacher at any time. Monthly calendars and letters will be sent home or posted on the school website on a regular basis to keep parents up-to-date on activities.

The opportunities to assist with field trips, special programs and general classroom activities will arise during the school year. Parents are encouraged to participate if possible.

### **Records**

Cumulative records for the children include: Registration/background information form (with child's name, date of birth, address, phone numbers of the parents and parent information), Pick-up Authorization/Roster form, Health Data form, Physical form, Permission to Transport form, Emergency Contact form, Email/Photo Usage form, and the Healthchek Services form. We also require a copy of your child's birth certificate and a copy of their immunization record. All paperwork in your child's file is kept confidential.

### **Roster**

A list of names and telephone numbers of the parents/guardians of the children attending pre-kindergarten is available upon request. Inclusion on this list is optional. The participation/non-participation statement is part of the registration packet.

### **Clothing**

Pre-kindergarten students are not required to wear the school uniform. Clean, comfortable, weather appropriate clothing is the rule of thumb. Flip flops are NOT permitted. Sandals should have a back to them so they stay on the child's feet. Shoes with laces are recommended. An extra set of clothing may

be provided by the parents, which can be left in the child's book-bag. All items should be clearly labeled with the child's name.

### Snacks

Each child should bring a snack to pre-kindergarten each day. State requirements specify that snacks should be from at least 2 of the 4 basic food groups. The drink can fulfill this requirement if it consists of juice or water. Snack suggestions are pretzels, crackers, fruit, raw vegetables, yogurt, cheese, etc.

\*\*Be sure the medical forms in the registration packet indicate any food allergies from which your child may suffer.

### Birthdays

All birthdays will be celebrated as close as possible to their birthday. Treats are welcome. All summer birthdays will be celebrated in May.

### Field Trips

Special field trips may be planned during the year. Parents will be notified by the teacher as such trips approach and be asked to chaperone. Field trip participation will require a signed and dated permission slip for each student. If we do not have a signed permission slip, he/she will be unable to attend. We will either be walking or taking a bus to our destination.

### School Delays/Cancellations

Tune into channel 11, 12, or 13 news. We appear as Calvert Catholic Schools. We also have the School Messenger system in which you can receive email, phone calls or text alerts. We will announce if we are delayed or closed. \* If there is a 2 hour delay, the morning classes will attend from 10AM-noon. The afternoon will attend from 1-3PM.\* In the event of a delay, Extended Day will open at 8:30AM. You must be registered in Ext. Day to use these services.

Cancellation by CCS will be determined independently of the Tiffin City Schools and the Seneca County Schools.

**\*\*It is very important to remember that, under all circumstances, you, as parents, are able to decide if you believe weather conditions are too severe to venture out.**

### Attendance

Regular attendance is important for pre-kindergarteners in order for them to develop a sense of consistency and continuity. If your child will be absent on a particular day, please telephone the school office at 419-447-5790 and inform the secretary. The classroom teacher takes attendance daily. Attendance is reported to the school office and kept on file.

### Illness and Health Issues

While regular attendance is encouraged, a child who is ill should not attend their class. If a child is mildly ill, but does not feel well enough to participate in all aspects of the program, including outdoor play,

he/she should not attend. Likewise, a child exhibiting any of the symptoms listed below should not come to school.

- Temperature of 100 degrees or more Fahrenheit
- Diarrhea or vomiting more than once in a 24 hour period
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Unusually dark urine or gray/white stools
- Untreated, infected skin patches
- Skin rashes or unusual spots
- Sore throat or difficulty swallowing
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation

A student who exhibits any of the above symptoms while at school will be immediately isolated from the classroom in the Nurse's Office or the School Office. Parents will be notified immediately to take the ill child home. If classmates are exposed to a communicable disease, parents will be notified as promptly as possible.

Re-admittance of a child to class following an illness will be at the discretion of the parents and physician along with the school nurse/director and principal.

Pre-kindergarten teachers and staff members will generally not administer prescription or over-the-counter medications, vitamins, etc. during the class sessions. Necessary medications should be given to the student before coming to school. If unusual circumstances arise, the school nurse should be contacted for a medication plan.

### **Safety Policy**

The staff is very concerned about the safety of all children in the pre-kindergarten program. The following procedures are in effect at all times: -No child is left alone or unsupervised at any time. -The teacher and the children practice fire drills and threatening weather drills. Fire, emergency, and weather alert plans are posted in the classroom. The teacher keeps records of these drills and practices. -The use of aerosols is prohibited while the children are in the classroom. -Preschool teacher and staff are inserviced regularly on the recognition of communicable diseases and blood-borne pathogen hazards. -Preschool teachers and staff members are trained in First Aid, AED/CPR, and Child Abuse Prevention and Recognition. A First Aid kit is located in the classroom. -An incident report will be filed when an accident occurs. In the case of an emergency or serious accident, the parents will be notified as well as the EMS. The procedures on the medical card will be followed. -School Faculty/Staff are required by law to immediately notify the County Dept. of Human Services when there is a suspicion of child abuse or neglect. -Permission slips, signed by the parent or guardian, are to be signed for any field trip. This includes walking field trips. The First Aid kit and emergency medical forms will be taken along on all field trips. -Staff members are aware of the safety rules for both indoor and outdoor activities. Playground areas are surveyed continuously for possible safety hazards. -Children are never released to an unau-

thorized person. –In case of an injury in the classroom, the teacher or aide will summon the office via phone or cell phone.

\*If a child has been injured or hurt while at school, an incident report will be written. The parents will be asked to sign the report. A copy will be kept in the child's student file.

### **Emergency Procedures**

Fire Drills – Staff members lead the children to safety outside of the building and go their designated location. Take attendance. Staff remains with the children until emergency has ended or other arrangements have been made.

Tornado Drills – (or other severe storm) – Staff members lead the children to their assigned area and take attendance. Staff remains with the children until the emergency has ended.

Lockdown – Staff members have all of the students in their classroom and lock the door. Take attendance. The children are to remain seated and quiet in the classroom with the staff members until an “all clear” signal is given.

Rapid Dismissal – Staff members lead the children safely to the outside of the building. Proceed to the designated building and have class be seated and quiet. Take attendance. Wait for further instruction from the administrative staff. Follow their direction. Return to building when “all clear” is given.

\*EMERGENCY PROCEDURES are posted inside the classroom door.

**Calvert Catholic Schools ~ Preschool**

**357 S. Washington St. Tiffin, OH 44883**

**419-447-5790**

Superintendent: Mr. Michael Kaucher

Principal: Mrs. Marilyn Seislove

Secretary: Mrs. Darlene Shook

Pre-Kindergarten Director/Pre-K Teacher of 4&5's: Mrs. Amy Hill

Pre-K Teacher of 3's/ Extended Day Director: Mrs. Joan Kirgis

Bridging Teacher: Miss Hailey Hammersmith

Aide to Mrs. Hill: Mrs. Amy Fretz

Aide to Mrs. Kirgis: Mrs. Rita Rombach

Aide to Miss Hammersmith: Mrs. Tami Ferstler