

Preschool Parent Handbook

2024-2025

St. Benedict Preschool

220 North 7th Street

Cambridge, Ohio 43725

(740) 432-6751

Ext 121

Philosophy

St. Benedict is committed to teaching the values of the gospels in a nurturing environment. We provide an educational experience based on our commitment to our Christian faith, academic excellence, and character. Our children learn to live as witnesses of Christ and as responsible citizens in our society.

Statement of Beliefs and Vision

- We are called to be disciples of Jesus Christ through our words, actions, and service to others.
- A Christ-centered education nurtures the formation of the whole person spiritually, emotionally, intellectually, socially, physically, and creatively.
- Success occurs when students, teachers, and parents work together.
- We believe in achieving academic standards by accommodating different learning styles.
- A positive environment and a caring community are essential to effective instruction and learning.
- Continual growth and development are stimulated in students through visual, auditory, kinesthetic, reading, and writing activities.
- Parents are the primary educators of their children; teachers work cooperatively with them to continue building that foundation.

Goals

- To provide a nurturing, loving, and safe environment for all children.
- To instill a respectful attitude and treatment of oneself, others, and all forms of life.
- To teach the whole child, including self-awareness, and spiritual, moral, academic, psychological, and social needs.
- To create a sense of pride, responsibility, and a spirit of interdependence toward one's role as a citizen of society.
- To provide the child with a variety of choices leading to independence, self-confidence, and a sense of responsibility.
- To build the child's vocabulary and development of verbal communication.
- To provide a variety of work methods including structured, unstructured, active, and quiet.
- To create opportunities to discover, explore, be challenged, and solve problems by direct experiences.

Curriculum

St. Benedict School follows the State of Ohio Learning Standards in all academic subjects and the Diocese of Steubenville Religion Course of Study. These courses of study list specific objectives to be mastered in respective subject areas. At each grade level students receive instruction in language arts, religion, mathematics, music, reading, physical education, science/health, social studies and technology.

Admittance into Preschool

St. Benedict Preschool and Pre-K Programs give each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment.

St. Benedict Preschool and Pre-K offers an all-day program.

Children must be between three and a half year's to five years old and potty trained. Classes are limited to 18 students.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

A physical check-up must be obtained and presented to the school prior to the first day of attendance.

There is a sixty-day probationary period. During this period the teacher will observe the child's behavior and acclimation to the classroom. The teacher will consider the factors listed within reasonable judgement and determine whether the child's needs and behaviors can be properly met within the bounds St. Benedict is able to accommodate the child.

How to Withdrawal

If a student must withdraw from St. Benedict School, written notification should be sent to the school office as soon as possible.

It is the duty of parents to see that all tuition and fees are paid prior to the withdrawal date.

Official school records will not be released until all financial obligations have been fulfilled.

The child must collect any personal items; return all school-issued textbooks and school property including library books.

When the student enrolls in the new school, parents must submit a written records release to the school office. Records will be released when all of the above conditions have been met.

Drop Off

Each morning, your child may be dropped off in the middle parking lot from 7:45 to 8:00 a.m.

Your child will then be supervised by a staff member as they make their way to the Social Hall where breakfast will be available. If you arrive after 8:00 a.m., you will need to call the Preschool room or front office for your child to enter the building. For special circumstances regarding drop-off, please speak with the Director.

Dismissal

Each afternoon, you may pick up your child at the door facing the parking lot on Steubenville Avenue where the Preschool sign is. This door will be staffed at 3:00 p.m. If you need to pick up your child before 3:00 p.m., please call the Preschool so arrangements can be made to pick up your child.

Dress Code

It is best that your child be able to manage their own clothing. We would like for them to be dressed for play and comfort, but also not distract from the learning process. Clothes must be clean, comfortable, and free of holes. There are stairs leading to our classroom. Your child must wear tennis shoes and socks, or other closed-toe shoes that are comfortable. Please no boots.

Personal Items

Please label all personal items with your child's name, especially outerwear. Backpacks, lunchboxes, and nap items should be marked as well. Please refrain from allowing your child to bring toys from home. We cannot guarantee that items will return home the same way they came. We will have show and tell at certain times of the year when they can bring certain items to show their classmates.

Lunch

Your child is able to pack and bring a lunch from home or purchase a lunch from the school cafeteria.

*Please send a reusable water bottle to school daily that your child can manage on their own throughout the day.

Snack

A daily snack is provided by a student for the class. At the beginning of each month, each family must bring a snack for two days within that month. Please send enough for sixteen servings.

Approved snacks are listed below. These items meet state nutrition requirements for preschool-

age children. If you have other ideas or there is a special occasion, please run it by the teacher first. Please provide any dietary restrictions your child has by the first day of school.

Attendance

We strongly encourage regular attendance throughout the school year for students. In the case of absence, we appreciate a phone call or message to let us know the cause.

Illness

A child should not come to school if they are experiencing these symptoms:

Vomiting

Diarrhea

Discharge from eyes

Fevered

Persistent or severe cough

Untreated skin patches (chicken pox, measles, scabies)

Lice (no knits)

Strep throat

If your child becomes ill at school, we will keep them comfortable, away from other students, and contact an emergency contact to pick them up.

For your child to return to school, they must be free of all symptoms and fever for 24 hours.

Medication

All efforts should be made to give prescribed medications at home. Some medications must be given at closer intervals, which make it necessary for a staff member to administer it. When a student must take medication during school hours, the following guidelines shall be followed:

- REQUEST FOR ADMINISTRATION OF MEDICATION FORM must be completed and signed by a physician and parent/guardian. Medication will not be given without this form on file.
- Medication must remain in the original container. The student's name, medication, and time shall be clearly and legibly on the label.
- Medication will be stored in a locked storage place, except medications that must be refrigerated and kept away from children.
- The use of any medication will be logged on a medication form.

Tuition

Each family will receive a tuition contract. This contract is to be signed and returned along with the registration fee. Your tuition payments must be paid to the school secretary by the 15th of each month.

If payment becomes delinquent, there will be a meeting with the Director and Principal to address the issue.

SCRIP

Scrip is a gift card fundraising program that supports the school. Families are encouraged to participate in the program to support St. Benedict. SCRIP can be purchased at the school or online.

Inclement Weather

If inclement weather conditions exist, parents are encouraged to listen to the local radio station or use their online site. St. Benedict typically follows the decisions made by Cambridge City Schools. The delay or cancellation will also be posted on Class Dojo.

Parent-Teacher Conferences

Parent-teacher conferences will be held twice a year. They will be scheduled once in October and again in March. Parents can request a conference at any time to discuss their child's well-being.

Discipline

A school without order would be chaotic. Just as parents establish and maintain regular practices in their homes for the good of their child's development and the safety of the home, teachers must establish rules and expectations as well. Not all behaviors in the home are appropriate in the classroom. Teachers and parents must work cooperatively to address issues in a positive and productive manner. Developmentally appropriate child guidance and management techniques will be used at all times. These include positive redirection, separation

from problematic situations, discussion with the child, and positive reinforcement for positive behaviors. These disciplinary actions will NEVER be taken against a child:

- No cruel, harsh, or corporal punishment
- Delegated to another child
- No physical restraints shall be used to confine a child, other than holding a child for a short period of time in a protective hug until the child regains control of their emotions
- Never placed in a locked room or confined space
- Not subjected to profane language, threats, derogatory comments about themselves or family, or other types of verbal abuse
- Food, sleep, or restroom use will never be prohibited
- No punishment for restroom accidents, not eating, or sleeping
- Never left alone or unsupervised

Field Trips

All field trips will be planned in a timely manner. Most field trips will be walking field trips. At least two volunteers must accompany the class for a field trip to be possible. Make sure your child wears weather appropriate clothing. Because St. Benedict has no buses, if there were any field trips planned further than walking distance, we would request parent drivers and all car safety rules would apply.

Volunteers

Volunteers are always welcome at St. Benedict Preschool. All volunteers must be fingerprinted and participate in child safety training before beginning to help in the Preschool.

Open Door Policy

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their child, evaluate the care provided, the premises, or for other purposes approved by the Director. Upon entering the premises, the parent must report to the school office first.

Special Services

As a licensed preschool, if we have any concerns about developmental delays, we will address them. In your child's best interest, we will conduct assessments. If we feel that they are behind, a conference will be scheduled. In that conference, the teacher and family will discuss the options for evaluation. At that time, the staff will schedule Occupational, Physical, or Speech therapy at St. Benedict through the school district your family lives in. We always have your child's best interests at heart and will work together to find the best solution for your child.

Safety Drills

Fire and tornado drills will be held monthly. Each exit is marked with instructions on where to go in case of a fire or tornado. Lockdown drills will also be held twice a year.

Safety

The school will be locked at all times. If you need in the building, you will need to call the preschool room. If you are unable to reach the Preschool, go to the main building and ring the bell for the secretary to let you in. Children will not be released to anyone other than their parents or guardian. If someone other than a parent is picking them up, you must notify a staff member. Please note the person picking them up is required to have their driver's license with them to show in order for the child to be released.

Dental Emergency Policy

If a dental emergency arises, a parent will be notified immediately. The child will be kept calm while the staff checks for a knocked out tooth, loosen, chip, tooth pressed into the gums, toothache, injury to lips, tongue, or cheek, or dislocated jaw. Staff will follow procedure listed on the Dental First Aid chart, located by the door in the classroom. If a parent is not available, the next emergency contact will be notified. If necessary, the dentist listed on the child's records will be called and their recommended procedure will be followed.

Management of Communicable Diseases

All staff members are trained to recognize the common signs and symptoms of communicable diseases or other illnesses that could be observed. The following precautions will be taken for a child suspected of having a communicable disease:

1. The parent or guardian will be contacted immediately regarding their child's condition when observed having any of the below symptoms.

2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or guardian if exhibiting:
 - Diarrhea (more than abnormally loose stool within a 24-hour period)
 - Severe coughing causing the child to become red or blue in the face or make a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis (pink eye)
 - Temperature of 100 taken by auxiliary method when in combination with other signs of illness
 - Untreated infected skin patch or patches
 - Stiff neck
 - Evidence of lice, scabies, or other parasitic infestations
3. A child with any of the following signs or symptoms of illness will be immediately isolated from other children. A parent or guardian will be notified for the child to be picked up from school as soon as possible. The child will be isolated at the school and shall be carefully monitored and never left alone. The child will be made comfortable with a cot and blanket. Any cots or linens will be sent home to be washed before being used again.

The Ohio Department of Health's Child Day Care Center Communicable Disease Chart is posted on the wall by the bathroom and in the office. All parents and guardians will be notified in the case of exposure to a communicable disease in the classroom. The infected child will be readmitted to school after at least 24 hours of being free of illness symptoms. If they are not

symptom-free, a doctor's note will be required stating that the child is not contagious. A child with minor common cold symptoms, but not exhibiting any of the 12 symptoms will be allowed to remain in school as long as the child feels well enough to participate in activities. All staff members are trained in first aid and in the prevention, recognition, and management of communicable diseases.

Additional Information

Our preschool is inspected yearly by the state of Ohio. If one would like to view an inspection report, you must reach out to the program director to obtain a copy. If at any time a parent wishes to file a complaint, please contact the program director. If one is unsatisfied with the result, contact the school principal.