

Mary Queen of Peace Preschool
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**Learn*

**Grow*

**Pray*

**Explore*

**Laugh*

**Play*



Mary Queen of Peace

2021-2022

Family Handbook

Mission Statement

Mary Queen of Peace School is a Christ filled learning community, which fosters family, integrity, and spiritual growth

**Learn*

**Grow*

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Welcome

Welcome to Mary Queen of Peace Preschool. We're glad that you are a part of our family. Mary Queen of Peace Preschool exists for several reasons. First and foremost is to introduce children to Jesus in an atmosphere that is warm, loving, fun and instructional.

Mary Queen of Peace Preschool has grown from a sincere love for children and our commitment to help families raise their children to be ones who love the Lord and are prepared educationally, emotionally, socially, and spiritually to meet the challenges that are ahead of them.

We believe that our Preschool provides an environment that is safe and conducive to good health and where children can work, play, and learn together while being guided toward a happy, wholesome development.

Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by Mary Queen of Peace Preschool, the Cleveland Catholic Diocese and the State of Ohio. After reading the handbook, please sign the handbook verification form stating that you have received, read and understood this information. This verification will be kept in your child's file and must be completed by the time of his/her enrollment at the preschool. Signature of receipt of the information contained in this booklet is required by the State of Ohio.

This handbook is designed as a guide for you and is not intended to address every facet of the preschool experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact the Preschool Teacher or Principal.

School Philosophy

Mary Queen of Peace feels that the preschool experience is mandatory for success in kindergarten and primary grades. We view our preschool ministry as a service to the families and children of our community who desire quality Catholic childcare and enrichment for children ages three to five years old.

Mary Queen of Peace Preschool program uses developmentally appropriate practices to provide a safe, supportive and nurturing environment where children develop physically, socially, emotionally, spiritually, and cognitively. The program also supports the relationship between children, their families and the preschool staff. The program provides an innovative curriculum with materials, experiences and teaching methods that are grounded in the National Association of the Education of Young Children (NAEYC) principles of child development including age and individual appropriateness.

Preschool classes will have interaction with the kindergarten staff to provide an easy transition to kindergarten and kindergarten readiness skills. Mary Queen of Peace Preschool is licensed by the State Department of Education, and its license is contingent upon continued conformity to the requirements set forth by law.

Program Goals

Mary Queen of Peace Preschool uses that Diocesan Preschool Curriculum.

The Goals of the preschool program:

- Develop social skills (sharing, cooperation)
- Enhance gross motor and fine motor skills
- Share new experiences and learn how to describe those experiences
- Enjoy books and appreciate that printed words convey meaning
- Appreciate music/art
- Encourage confidence
- Identify letters, sounds, and numbers
- Begin writing skills
- Introduce to religion
- Prepare for Kindergarten

Mission Statement

Mary Queen of Peace School is a Christ filled learning community, which fosters family, integrity, and spiritual growth.

Non-Discriminatory Policy

Mary Queen of Peace does not discriminate by reason of race, religion, sex or national origin in enrollment services.

Employment Policy

The Director and Staff and Mary Queen of Peace Preschool are recruited, employed, assigned, evaluated, and provided In-Service Education without discrimination on the basis of age, color, national origin, race, sex, or handicap. Our classrooms are each staffed with a teacher and a teacher's aide.

The Mary Queen of Peace Preschool staff are trained in CPR and first aid. Staff members are also fingerprinted and have a Child Abuse Index clearance. They are trained and have completed coursework in Early Childhood Education and meet all requirements set forth by Mary Queen of Peace School and the State of Ohio. Our staff is here to teach, love, and care for your child. There will always be two staff members on duty before the children arrive each day and until the last child has left the premises. No child is ever left unsupervised while in the classroom or on the school grounds.

Hours of Operation

Three-Year-Old Preschool School Day is Monday thru Friday

Half Day: 7:45am - 11:00 am

Full Day: 7:45am - 2:45pm

Pre-K School Day is Monday thru Friday

Half Day: 7:45am - 11:00am

Full Day: 7:45am - 2:45pm

Classes Offered

Three-Year-Old Preschool

Must be 3 by September 1

**Completely Potty Trained*

Half-Day (M-F, M-W-F, TTH, 7:45am - 11:00am)

Full-Day (M-F, M-W-F, TTH, 7:45am - 2:45pm)

Pre-K Preschool

Half-Day (M-F, M-W-F,TTH, 7:45am - 11:00am)

Full-Day (M-F, M-W-F,TTH, 7:45am - 2:45pm)

****Due to the fact that our school is designed as an educational experience for preschoolers and is not a daycare, we must begin promptly at 7:45 a.m. It is very important that your child be on time in order to receive the full benefits of the program.**

Age Groups and Ratios

Three-Year-Old Preschool	1:10	2:20
Pre-K Program	1:10	2:20

Registration Fee

A \$100.00 per child non-refundable registration fee is due at the time of registration. The registration fee will be refunded only if your child cannot be accepted into a class. The school reserves the right to cancel a program due to low enrollment.

Tuition Policy

Preschool tuition is a total program fee divided into nine equal payments starting on your child's first scheduled day in September and ending with your last payment on May 1st. Substantial Financial Scholarships are available.

Late Payment Policy

A letter from the administration regarding non-payment will be sent home to all delinquent families. If non-payment continues, a discussion regarding the child's

enrollment will be had with administration and may result in the child being removed from the Mary Queen of Peace Preschool Program until payments are up to date.

Withdrawals

A two-week advance written notice is required for withdrawal of a child from the preschool program.

Returned Checks

We regret that in the event that you have more than one check returned to us for any reason, we will be unable to accept further checks. At the time all future tuition will be due in cash. There is a \$30.00 returned check fee.

Preschool Monthly Tuition

Program	Monthly Amount	
	Parishioner	Non-Parishioner
Three-Year-Old Preschool/ Pre-K Preschool		
Half-Day (M-F, 7:45am - 11:00am)	\$200.00	\$230.00
Half-Day (M-W-F, 7:45am - 11:00am)	\$155.00	\$180.00
Half-Day (T-TH, 7:45am - 11:00am)	\$120.00	\$140.00
Full-Day (M-F, 7:45am - 2:45pm)	\$300.00	\$350.00
Full-Day (M-W-F, 7:45am - 2:45pm)	\$250.00	\$300.00
Full-Day (T-TH, 7:45am - 2:45pm)	\$215.00	\$250.00

Scholarship

The Funding for the Program is Private Pay, along with assisting families who qualify for financial assistance through a scholarship that was established by the school.

Snack and Lunch

Please provide a daily snack for your child. We will have snack time, along with lunch for full time students, each day in the classroom. If your child is attending full day preschool, you have the option of packing a lunch or receiving a free school lunch every day. Any student who is given a school lunch is required to have all of the foods from our nutrition food plate on their tray. Lunch Menus are given out at the start of the school year. Lunches will be the same throughout each week, however if there is a change in menu item parents will be notified. The kinds of food your preschooler eats and drinks are important for his or her health. Fruits, vegetables, grains, protein foods, and dairy provide the nutrients that their bodies need. Keep an eye on the number of added sugars, sodium, and saturated (solid) fat.



Ideas for a Healthy snack/lunch:

- **Fruits** - Let your preschooler enjoy a variety of whole or bite-sized fruits such as apples, sliced bananas, and mandarin orange pieces. Serve 100% fruit juice in small amounts and less often.
- **Vegetables** - Prepare red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli as part of your child's meals and snacks.
- **Grains** - Make at least half their grains whole grains by offering 100% whole-grain cereals, breads, and pasta.
- **Protein Foods** - Choose a variety of protein foods such as seafood, beans, and small portions of meat or poultry.
- **Dairy** - Give them low-fat milk, yogurt, and cheese to provide much needed calcium.
- **Encourage water instead of fruit juice or sugary drinks** - Too much 100% juice or sugar-sweetened beverages, such as soda, juice drinks, or sport drinks, can add more calories than your child needs.

- **Check out the sodium (salt) in canned foods, bread, and frozen meals** - Read the Nutrition Facts label to find foods with lower numbers.
- **Watch the amount of saturated fats in foods** - Cakes, cookies, ice cream, pizza, cheese, sausages, and hot dogs are okay sometimes but not every day.

Why involve your preschool child in making his or her lunch?

When a preschool or kindergarten-age child helps make his or her lunch, many good things happen, all at once:

- ***Better eating!*** Preschool children who help pick the foods in their lunchboxes, and contribute to packing them, tend to eat more and better at school. Less food goes back home, and better-fed children learn better.
- ***Supporting independence when children want to be independent.*** Three- to six-year-old children are eager to do things for themselves. Preschool and kindergarten are great times to teach children skills: it's much easier to get them into the habit of packing their own lunch without complaints during this time than at any later time! Ask a preschooler to help make a lunch, and chances are, you'll be met with an eager smile—as against the eye-rolling that might meet a similar request by middle school.
- ***Developing motor skills needed for writing.*** Kindergarten and early elementary teachers often comment that in today's screen-heavy culture, many five- and six-year-olds lack the fine motor skills and strength needed to hold a pencil properly to write. Food prep is one great way for preschoolers to strengthen the muscles in arms, wrists, and fingers that are essential for writing well.
- ***Easier morning routines as children get older.*** Ok, we admit: there's a trade-off here. If you get your four-year-old involved in making her lunch, it will be more work than if you just do it yourself. Yet if your preschooler learns the basic skills of making a lunch, your elementary kid can take over this task by herself. Just imagine how much easier mornings will be for many years to come if you're out of the lunch making business by elementary school!

Special Snacks

We love to celebrate special holidays and birthdays, and these occasions often include special treats that may be added to our snack. Please speak to your child's teacher to coordinate a Birthday Treat. Birthdays are very special

occasions for children. Parents may bring in special birthday snacks off of the safe snack list to share, items must be brought in prefilled sealed bags. .

Food Allergies/Cultural Awareness

If you have a cultural, health, or personal reason you would not like your child to have food from one of the food groups (such as milk/dairy) there is a prescribed form your child's teacher will give you to fill out and return to school.

Attendance

If a child will be absent, please notify the Mary Queen of Peace School Office, at 216-741-3685 by 8:45 a.m. If a child is absent more than a week, due to illness, a doctor's excuse is required upon students return to school. **Please notify the Preschool staff of exposure to communicable or infectious diseases so parents may be alerted to early symptoms.** Teachers and the school office are responsible for keeping an accurate record of daily attendance. Attendance plays a very important role in a child's education. Consistency is essential. Please follow these expectations.

Closure due to Weather

The Mary Queen of Peace Preschool Program follows the same calendar/days off as the elementary school. No Preschool services will be offered if Mary Queen of Peace School is closed due to snow. This can be determined by radio, TV, One Call Now, Seesaw App, or the Internet. Please DO NOT call the school or rectory. If the school is closed all special activities and field trips are cancelled.

Sign-In/Sign-Out Procedure

When entering and leaving the preschool you MUST sign your child in and out. You must include his/her name, time of arrival and departure, person dropping off and person picking up the child. If this changes during the day, then be sure to call us with the name of the person to pick-up your child along with making sure the person picking up is on your child's Authorized Pick-Up form. Only Adults 18 and over are permitted to sign-out Preschool students, proper identification will be

required. It is recommended that each child have a book bag to carry materials to and from school in.

***Due to Mary Queen of Peace Recommendations Students and Adults must also wear a mask/face covering into the building.**

Dress Code

Please dress your child in comfortable play clothes, appropriate for the weather, when sending them to school. Flip-flops, Rompers, and Overalls are **NOT** appropriate for the Preschool Classroom. Shoes should stay securely on your child's feet. Rubber sole shoes are the safest. Jewelry is discouraged. Be sure your child is dressed appropriately for the weather. A complete change of clothes (shirt, shorts/pants, socks, underwear) in clear plastic Ziploc bag marked with your child's name; bag will be stored at school and sent home at change of season to replace clothes or if soiled.

Naptime

Students are allowed 1 stuffed animal/doll to sleep with at rest time. Teachers will announce when there is a special time where students may bring in a toy or book to share. The school is **NOT** responsible for any lost items brought to school. Full day children can bring a small blanket or travel size pillow (optional) for rest time. All items must be labeled with student's name and stored in a sealed bag.

Curriculum

The preschool program is designed to provide children with a safe environment, where each child will have a variation of experiences. The curriculum is outlined to meet the individual needs of each student in all areas of development: spiritual, intellectual, physical, social and emotional.

The Three -year -old Program focuses on skill development, while the Pre-K Program focuses on kindergarten readiness. The teachers plan activities based on the capabilities of each child. No child will be expected to participate in activity that is not developmentally appropriate.

Curriculum Outline

Mary Queen of Peace Preschool Curriculum Outline

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.
Religious Readiness	Religion readiness is the development of a positive self-image in relationship to a loving God. The preschooler's parents and the example of the parish community have already set the basis for a sense of God's love. The child's sense of God is further enhanced by the warm atmosphere of love and acceptance in the preschool class where he or she learns about God's wonderful world. Classroom prayer and para-liturgies prepare the young child to participate in the celebrations of the Church.
Language Arts	Language is the development of communication skills that enable a child to share his world with others. Language skills at the preschool level include listening, speaking and thinking. The preschooler learns to transfer thoughts into words and to express a sense of self-awareness through the appropriate expression of his/her thoughts and feelings. An awareness of the five senses helps the young child understand how his/her body receives information about life around him/her. Visual discrimination and memory, and auditory

	<p>discrimination and memory are important readiness skills that are taught through play activities. Listening to stories, poetry and finger plays enhance the love of language.</p>
Math/Science	<p>Math readiness at the preschool level involves the development of such cognitive skills as colors, shapes, quantitative concepts such as size differences, basic counting skills, classifying, forming sets and recognizing numerals. These concepts are taught through manipulatives and play experience.</p>
Technology	<p>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.</p>
Motor Skills	<p>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.</p> <p>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.</p>

	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.
Music	The young child develops a love and appreciation of music through singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities.
Art	Preschool art activities are joyful, creative experiences full of self-expression. Creative art activities center around the use of manipulatives that develop fine motor skills: clay, paint, paste, crayons, etc.
Free Play	This is an essential part of the Preschool Program. Each child is free to make his or her own choice of activities, including manipulative toys, materials and games for skills development, books, and art materials. Children learn to share, to take turns, to use toys constructively, and to use their imagination with puppets, dress-up clothes, and activities in the housekeeping area under supervision of teachers.
Food	Nutritional meals provided at lunch. Table manners are encouraged by the teachers. Conversation during snack and lunch time is focused on daily activities of children.
Field Trip/Resource People	To extend each child's interests and experience, field trips are planned and resource people are brought into the classroom to share their knowledge.

Assessments

The Mary Queen of Peace Preschool Program conducts formal assessments on enrolled children using the Ages & Stages Questionnaire (ASQ-3). Assessments are for internal use only. Assessments are completed twice throughout the year, in September and January. Mary Queen of Peace Preschool Program does not submit these assessments to any outside agency, including ODJFS.

The Early Learning Assessment is also used in the Mary Queen of Peace Preschool Program. The Early Learning Assessment is designed to be used multiple times throughout the school year and to equip teachers with tools to track individual children's growth, individualize learning opportunities, plan for intervention, engage in real-time curriculum planning, and ensure that all children are on the path for kindergarten readiness and beyond. Early Learning Assessment promotes a structure to help teachers document, analyze, and make instructional decisions based on the information they collect.

Each Student will have a Portfolio in each class that contains their Assessment, ELA Data, and Portfolio artifacts that are developed throughout the school year. Such artifacts include work samples and photos. The Portfolios will be sent home with each student at the end of the year.

Parent-Teacher Conferences are held twice a year, in November and May. Assessments are discussed as these times. Parents are given the opportunity to come to conferences via Zoom or in Person. Goals are also written for each student by both the Teachers and Parents.

Class Schedules

Three-Year-Old Preschool	
7:45-7:55am	Student arrival/parents take child to use bathroom/hand wash
7:55-8:15am	Free-play/open centers
8:15-8:45am	Morning meeting/prayer/circle time/large group activity
8:45-8:55am	Bathroom/Wash Hands/Get ready for special / walk to special class
8:55-9:35am	Special class
9:35-9:40am	Hand wash
9:40-9:55am	Snack/hand sanitize/ book time
9:55-10:05am	Storytime

10:05-10:15am	Bathroom/Wash Hands
10:15-10:45am	Learning centers/small groups
10:45-11:10am	Recess/ Large motor activities
11:10-11:20am	Bathroom/Wash Hands/get ready for lunch
11:20-11:45am	Lunch
11:45-11:50am	Hand wash
11:50-12:10pm	Learning centers continued/free-play or gross motor activity
12:10-12:20pm	Bathroom/Wash Hands
12:20-12:30pm	Story/get ready for naptime
12:30-2:00pm	Naptime
2:00-2:10pm	Wake-up/Bathroom/Wash Hands
2:10-2:30pm	Large group activity/Enrichment activities
2:30-2:40pm	Prepare to go home/Wash Hands
2:40pm- 2:45pm	Dismissal

Friday Schedule (when Preschool begins attending Mass in November)

7:45-7:50am	Arrival
7:50am	Leave our room for Church
7:55-8:40am	Mass
8:40-8:55am	Bathroom/Wash Hands/walk to Art class
8:55-9:35am	Art Class
9:35am	Continue daily schedule

Pre-K Schedule

7:40-7:50am	Student arrival/parents take child to use bathroom/hand wash
7:50-7:55am	Clean up
7:55-8:05am	Bathroom/Wash Hands
8:05-8:35am	Large Group
8:35-8:40am	Hand Washing

8:40-8:55am	Snack
8:55-9:00am	Hand Washing
9:00-9:35am	Centers and Small Group
9:35-9:45am	Bathroom and transition to specials
09:45-10:25am	Specials
10:25-10:30am	Walk back to Classroom
10:30-10:35am	Wash Hands
10:35: 10:50am	Religion
10:50-11:00am	Bathroom/Wash Hands/get ready for lunch
11:00-11:25am	Lunch
11:25-11:35am	Wash Hands and get ready for recess
11:35-12:00pm	Recess
12:00-12:05pm	Bathroom/Hand Wash
12:05-12:15pm	Story time
12:15-1:45pm	Naptime
1:45-1:55pm	Bathroom/Hand Wash
1:55-2:25pm	Afternoon activity stations
2:25-2:40pm	Pack up
2:40-2:45pm	Dismissal

Friday Schedule (when Preschool begins attending Mass in November)

7:45-7:50am	Arrival
7:50am	Leave our room for Church
7:55-8:40am	Mass
8:40-8:50am	Bathroom/Wash Hands
8:55-	Continue Daily Schedule

Special Class Schedule	
Monday	Library
Tuesday	Gym
Wednesday	Music
Thursday	I-Pads
Friday	Art

Family Involvement

The school year will begin with a parent meeting at which time the parents will receive a full orientation to the preschool program and have the opportunity to assist the teacher in orienting their child to the preschool classroom and school building.

Parents are welcome to visit the preschool program at all times. Parents should sign in at the school office and wear a visitor tag at all times in the building. It is encouraged that such visits be pre-arranged so as not to disrupt the learning process, however pre-arrangement is not required.

Visiting means discreetly observing or actively participating in class activities, not conversing with the teachers. Please notify the teacher so that the visit will not conflict with planned activities. **Due to Mary Queen of Peace School Policies all Parents/Guardians must have wear a face mask while inside the building.**

Preschool Events

- Welcome back to School Luau (August)
- Welcome back open house (September)
- Trick-or-Trunk (October)
- Classroom Halloween Party (October)
- Preschool Thanksgiving Feast (November)
- Polar Express Day (December)
- Santa Shop (December)

- Classroom Valentines Party (February)
- Catholic Schools Week (January)
- Classroom St. Patrick's Day Party (March)
- Lunch with the Easter Bunny (April)
- Carnival Day (May)
- Preschool Graduation/Ice-cream Social (June)

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/put in Take-Home Folders to keep parents informed of events, changes to the schedule, and administrative needs. 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. Parent/teacher conferences will be offered two times a year , in November and May in-person or virtually. The school phone number is (216) 741-3684. Please send e-mail correspondence to Brittany.Egan@Maryqueenofpeaceschool.com.

Classroom Roster

The preschool will prepare a parent roster. You have the option of having your name and phone number on the roster available to all parents or put on the roster available to staff members only. The roster is available upon request. (Only those participating will receive a copy of Roster)

Transition Policy

As a Catholic Preschool we believe that children learn best when they feel safe, and secure in an environment that provides students with trust, loyalty, and faith. Our Transition Policy aims to provide all students with a positive transition so they can continue to adapt and grow in a new environment throughout their early school experiences. Mary Queen of Peace Preschool strives to developed strong relationships with our students and families, by having good communication, working

together and providing the best environment for our families. Transitions begin before a student enters the Preschool Program, throughout their Preschool Academic years, to kindergarten, and into new schools. Your child's individual transition plan will be completed at fall and spring conferences or when your child enters into the Mary Queen of Peace Preschool Program.

Strategies for Transition:

Into the Program

- Welcome Letter from Classroom Teacher
- Summer Guest Reader Events
- Tours of The Preschool Program
- Welcome Family Meeting
- Beginning of the year Open House
- Beginning of the year Student Drop-in/Meet the Teacher Day
- Touring the School Campus

Within the Program

- Open Houses to visit new Classrooms and Teachers
- Family/Teacher Conferences
- Family Special Events
- Teacher classroom visits
- Children classrooms visits
- Kindergarten Teacher Visits
- Kindergarten Classroom Tours
- Visits from Father Brown, Principle, and Vice-Principal.
- Visits from the Specials Teachers
- Kindergarten Screening/ Meet and greet
- Developmentally appropriate assessments, screenings, and lessons

Out of Program

- End of year Family/Teacher Conferences
- Kindergarten Screening/Meet and greet
- Preschool screening and assessments
- Complete child transition form
- Transfer of records form
- Release of Student's Preschool Portfolio
- End of the year festivities
- Graduation Ceremony

- End of the year gift for students

Transfer Policy/Release form

If a family chooses to have their child transfer out of the Mary Queen of Peace Preschool Program to another Program or School, the family has the right to have their child's records transferred. The Preschool Director must have consent the child's records to the new Program or School. A form is available upon families' request.

Management of Communicable Disease

If a child has been vomiting or has more than a runny or stuffy nose, he/she should not come to school.

Please follow these guidelines when your child is ill:

* Please keep your child home for 72 hours after the break of a fever.

*If your child is sick during the night or before school, please keep them home.

*If you suspect strep throat and have a culture taken, please DO NOT send your child to school until you receive the result of the culture.

*If your child is on antibiotics, they may not return to school until they have been on medication for 24 hours.

*If your child has a severe cough, causing child to become red or blue in the face or to make a whooping sound, please keep them home.

*If your child is experiencing difficult or rapid breathing, please keep them home,

*If your child appears to have yellowish skin or eyes, please keep them home.

*If your child has unusually dark urine and/or gray or white stools, please keep them home.

***Please inform the school office or teacher if your child becomes ill with a contagious illness.**

The following precautions shall be taken for children suspected of having a communicable disease:

Mary Queen of Peace Preschool 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 who becomes ill during the day will be discharged to the care of his or her parents or guardian as promptly as possible. If the parent or guardian is not

available to come to the school to pick up the sick child, the school may release the child to the person who has been approved by the parent on the registration form.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his or her parent or guardian.

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Mildly Ill Child:

A child who is experiencing minor common cold symptoms or a child who does feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in the paragraph above should stay home or will be contacted to pick child up from school until child is able to participate in activities fully.

****Please do not pre-medicate your child and send him or her to school sick. It is best for your child and for the other children in the class that he or she stays home until free from symptoms.****

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 principal and the parent or guardian. The child, while isolated, shall be carefully watched for symptoms listed above.

- a. Unusual spots or rashes
- b. Sore Throat or difficulty in swallowing
- c. Elevated temperature
- d. Vomiting

Children sent home due to illness can be readmitted to school once they are symptom free for seventy -two hours.

Mary Queen of Peace Preschool will notify, in writing, all families of enrolled children when their child is exposed to a diagnosed communicable disease such as pink eye, ring worm, chicken pox, or lice. Cots will be cleaned with bleach solution. Any linens and blankets used will be sent home to be cleaned prior to being used by the child again. If a child was excluded due to head lice, after treatment, upon returning they must be taken to the nurses' office to be checked. If they are clear of nits they may return to the classroom.

Isolating and Discharging an Ill Child

A child isolated due to suspected communicable disease shall be:

- a. **Cared in the room or portion of a room not being used in the preschool program;**
- b. **Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;**
- c. **Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered** before being used by another child. After use, the **cots shall be disinfected** with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- d. **observed carefully** for worsening condition; and
- e. **Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.**

LIST OF THE MOST COMMON COMMUNICABLE DISEASES

Covid-19	Symptoms may appear 2-14 days after exposure to the virus. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and Diarrhea.
Chicken Pox	Feverish, rash appears in the form of small pimples, which in a day fill up with clear fluid. Incubation period between 14-21 days. Isolation period of at least 7 days.
Measles	Cold in head. Feverishness, watery eyes, sneezing. Blotchy red (Rubeola) rash appears on forehead, and body, Incubation period between 7-14 days. Isolation period of at least 5 days from the time the rash appears
German Measles	Mild measles, symptoms (blotchy, fine red rash on face and abdomen). Swollen glands particularly in the back of the neck. Incubation period between 14-21 days. Communicable for 48 hours after a rash appears.
Mumps	Fever. Swelling on the side of the face and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared and the patient has recovered
Scarlet Fever	Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2-5 days.
Streptococcal	Isolation for sore throat 48 hours after the start of antibiotic treatment. (Strep throat) May be readmitted to our school upon receipt of a written statement that the child has been treated. The name of the physician should be included.

Impetigo	Blister-like lesions, which later develop into crusted pus-like sores, which are irregular in outline. Incubation is 2-5 days, occasionally longer. Communicable from onset of symptoms until sores are healed. The Child will be excluded from school until adequately treated and sores are no longer draining.
Conjunctivitis	Redness and swelling of membranes of one or both eyes with (Pink eye) burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharges from infected mucous membranes cease.
Lice	Persistent itching of the head and back of the neck can indicate head lice. Also look for infected scratch marks or a rash on the scalp. Most important of all, look for nits attached to individual hairs. These can be seen with the naked eye, but you can probably identify them more easily with the aid of a magnifying glass under strong illumination. Sometimes, small white specks in the hair such as dandruff can be confused with nits. Try removing the specks from the hair shaft. If they are dandruff flakes or droplets of hair product, they can be easily removed. Nits are very difficult to remove. Check with a health professional if you have any doubt whether head lice are present.

In an emergency situation, we will contact a parent/guardian immediately or the persons that are listed on the EMERGENCY CONTACT FORM. We ask that parents/guardians notify us of any changes in doctors, phone numbers, or other persons to call. **If a child shows any signs of illness, they are not to be sent to school.** Children should stay home if they have been sick during the night, had a sore throat, vomiting, or upset stomach, diarrhea, a cold, a rash, or loss of appetite. In case of a medical emergency or accident, one teacher will take over the class while the other attends to the child. Parents/guardians will be contacted immediately.

Health Screening Policy

All student ages 5 and up will be given a hearing and vision screening by the school's nurse. All vision and hearing screenings will be completed during the current school year. If the nurse finds identifies a child's hearing or vision is in need of further testing, the nurse will notify the family by sending home a referral letter to the parent/guardian. The referral letter will indicate the area of need (vision and/or hearing) and provide further recommendations. All students screened will be screened again the following year.

Developmental Screening Referral Policy

All preschool students will be screened using the Ages and Stages Screening Tool. If the results of that screening indicate that a child could benefit from further screening or additional educational or developmental resources, the teacher will contact Cleveland Municipal School District. A contact person from CMSD will contact the family to arrange for further meetings and begin any additional services that maybe necessary.

Physician's Report and Immunizations

It is required that each child has an annual physical exam by a physician and a current immunization record. These forms must be kept in the students file and renewed annually. The Immunization Form/Physical Exam Form is mandated by law. **If we do not have the Immunization Form/Physical Exam Form on file before**

the first day of school, your child will be excluded from class until we receive the form completed and signed by the physician.

<http://www.odjfs.state.oh.us/forms/num/JFS01236/pdf/>

<http://www.odjfs.state.oh.us/forms/num/JFS01305/pdf/>

<http://www.odjfs.state.oh.us/forms/num/JFS01234/pdf/>

Administration of Medication

A form for Administration of Medication must be filled out and kept in each child's binder. Prior to the administration of medication, food supplement, modified diet, or fluoride supplement, the Preschool Program shall:

1. Secure the written, signed and dated instruction or a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement.
2. Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
3. Teachers should be informed of any medication given to the student before school.
4. All prescribed medications must be in their original container.
5. Parent or guardian must sign the medication form indicating dosage and length of prescription term including a release of liability.
6. Only employees who are health professionals or who have completed a drug administration training may administer medication.
7. Medication should be stored in a designated locked storage space, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.
8. Under no circumstances will the school faculty administer the first dose of any medication to a child.

Health and Safety Policy

We are dedicated to putting forth a great effort to provide your child a safe and wholesome atmosphere in which to learn.

1. All children attending must be brought into the classroom by a responsible adult. A child may not leave the school grounds until he/she has been released to the adults authorized on the registration form. There are signs posted on all the entrance doors, stating that only authorized visitors can enter the premises, and that they must go to the office upon entering the building. Parents are visitors and must follow this procedure.

***If a parent asks someone else to come for the child, the staff MUST be informed before dismissal. An I.D. will be requested.**

*In cases of separation, lawsuits, etc. the child may be released only to the parent/guardian who is the legal guardian. The Preschool must be notified of such cases, otherwise we cannot be held responsible.

2. Teachers are scheduled to be present at least 25 minutes before school and 45 minutes after dismissal.

*All students' records of attendance are filed in their classrooms and main office. This information is confidential.

*If an emergency arises in which parents/guardians are going to be late, parents/guardians are required to notify the school office so that arrangements for supervision can be provided.

*Each teacher has the responsibility to know and review each student's attendance, including arrival, dismissal and changes in schedule.

3. An Emergency Medical Authorization Form must be completed every year by parents for each child attending Preschool. The cards are always kept in the students file in the classroom and school office. If any information on the form changes during the school year, it is the parent/guardian(s) responsibility to notify the Preschool staff.

4. Emergency procedures are posted covering fire, weather, accidental or medical emergencies. A telephone is always available for such emergencies. Fire drills and seasonal weather drills are conducted each month.

5. For your child's welfare and your peace of mind, all staff members are trained in basic first aid, communicable diseases and child abuse.

6. A First Aid Kit is located in the classroom, school office, and Nurse's office.

7. At no time will a child ever be left alone or unsupervised.
*If a teacher must leave her classroom, she is responsible for having another staff member supervise the class during her absence.
*There must always be two staff members on the playground while children are at play.
*Supervision and safety are required in all the playground areas, in the classroom, and in the school building.
8. The Director, and employees of Mary Queen of Peace Preschool are required under Section 2151.421 of the Revised Code to report suspicion of child abuse and/or neglect.
9. Weapons of any kind (toy or real) are NOT allowed in the School Building. Any exceptions will be considered very serious and consequences can result in a child's dismissal.

Handwashing

All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

Family and Custodial Situations

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A full copy of the court decree bearing the case number and the final page bearing the judge's signature is to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has the right to the same access as the custodial parent. We will, unless instructed by a court order, release such records upon request to the

non-custodial parent. Records include official transcripts, report cards, health records, referrals to special services, and communications regarding major disciplinary actions.

Reporting Child Abuse and Neglect

A licensed school psychologist, teacher or school authority, having reason to believe that a child less than 18 years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child, will immediately report to the proper authorities. Reports will be made to the children services board or the county department of the human services.

Reporting and Recording Incidents

All incidents will be recorded and the parents/guardians will be informed immediately of this occurrence.

Discipline Information and Policy

Discipline has an important place in the preschool program at Mary Queen of Peace Preschool. A preschool staff member in charge of your child shall be responsible for their discipline. Parents and teachers need to work together in order to be consistent and effectively educate children to make appropriate choices in a classroom setting. Positive reinforcement, praise, redirection, separation from the problems, talking, and modeling are the main methods used to maintain a child's behavior.

The following are discipline methods that will **NOT** be used in our preschool classroom:

- There shall be no 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 a similar cubicle.
 - No child shall be subjected to profane language, threats, and 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 preschool 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.
- *The Pre-K Preschool Classroom uses a Behavior Ladder Chart for Behavior. Parents/guardians are notified what color their child is on daily.
- *The 3-Year-Old Preschool Classroom uses a Classroom incentive Jar. Students are rewarded for behavior by placing a fuzzy ball into the Classroom Jar. When the Jar is filled, a classroom treat will be decided.

School Material and Equipment

The classroom is furnished with all equipment required for a preschool classroom. A media center, library, puzzles, games, gym equipment, and other educational materials are available. The director and teachers continually evaluate the materials, equipment, and resources. When materials are needed, they are purchased in conjunction with the amount permitted in the budget or on funds available through the school.

Potty Training Policy

All students attending Mary Queen of Peace Preschool must be completely potty trained. Potty trained includes: Pulling up and down pants, using toilet paper when appropriate independently, washing hands, and no accidents. Communicating is very important when asking to use the restroom independently. No diapers of any kind are permitted. Students must have an

extra set of clothing labeled with their name and an extra set of shoes. If a child has a Bowel Movement accident, they will be sent home. Three potty accidents in one week will require a meeting with teachers of student, parents of student, and Program Administrator based upon the child's issues.

Field Trips and Transportation

Mary Queen of Peace School does not allow Preschool children to attend field trips off campus due to transportation. However, we do have community helpers such as a Firefighter, Librarian, Police Officer, and Nurse come into the Preschool visit and teach children about safety each year

Parent/Guardian(s) assume all responsibility to and from school. There is no busing available for preschool children. An adult is requested to accompany their child into the building each day. Due to fire and safety regulations parents should not park in front of the school on Pearl Road. Parking is available in the parking lot in front of the parish center and behind the school building

Ombudsman Office

There are many occasions when you, as a parent/guardian, have questions, comments, suggestions, or even a complaint. Please feel free to contact us here at school; Teachers or Principal at (216)749-2323. We would be happy to meet with you to talk over your concerns during a scheduled conference.

The Department of Education in Columbus likewise has an OMBUDSMAN office that would gladly address questions and concerns at (614)466-0224.

Licensing Accreditation Information

Mary Queen of Peace Preschool is licensed by the State of Ohio and licensing information is available in the office. The State of Ohio Department of Education has the right to visit the preschool location and perform inspections of the classroom and programs, including interviewing the students and staff.

SCHOOL COVID-19 STUDENT POLICIES
2021-2022 SCHOOL YEAR

Dear Parents, Guardians, and Students,

In order to reduce the risk of exposure to COVID-19 and to help prevent its spread, the following policy will be in place during the 2021-2022 school year or until further notice. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and attending school. This policy is subject to change as circumstances change.

1. **Consider Vaccination for Eligible Children.** Parents are strongly encouraged to consider having their eligible children vaccinated when recommended by the child’s health care provider.

2. **Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child, including, but not limited to, temperature taking, to assess whether the child is experiencing symptoms of COVID-19. Symptoms include:
 - i. Fever of over 100 °F
 - ii. Chills
 - iii. Cough
 - iv. Shortness of breath or difficulty breathing
 - v. Fatigue
 - vi. Muscle or body aches
 - vii. Headache
 - viii. New loss of taste or smell
 - ix. Sore throat
 - x. Congestion or runny nose
 - xi. Nausea or vomiting
 - xii. Diarrhea
 - xiii. Repeated shaking with chills

For up-to-date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control (“CDC”) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

3. **Students Experiencing Illness.** If a student has a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing), they may not come to school and the school

must be notified. If a student becomes ill while at school, they may not remain at school and must be picked up and taken home at the earliest opportunity. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the local county health authority's criteria for returning to school.

4. **Students Exposed to COVID-19.** If a student is exposed to COVID-19, the parent must notify the school and the student will be expected to follow all guidance of the local county health authorities.
5. **Hygiene.** Students are expected to cover all coughs and sneezes with either a tissue or their elbow. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss hygiene and handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.
6. **Social Distancing.** To the extent reasonably possible and when instructed, students must practice social distancing by maintaining at least 3 feet of space between students while inside.
7. **Face Masks and Coverings.** Until further notice, students will be required to wear face masks or coverings while at school. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

COVID-19 POLICY ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

We, the undersigned parent(s) and student(s), acknowledge and agree that, as a student/students at _____ School ("School") and as parent(s) of that student, entering the school or being on the School's premises, having personal contact with teachers, classmates, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent(s) of a student at the school.

By signing below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions at the school is the choice of each family,

including ours. If student or parent(s) who visit the school have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the school, attend any School function, or visit the school. Moreover, we acknowledge that while adherence to safety and precautionary measures outlined in this policy may reduce possible exposure to and risk of contracting a communicable disease, the possibility of contracting a disease, including those that could cause serious illness and death, remains despite all efforts to reduce that risk. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of communicable diseases such as COVID-19. Specifically, we agree to comply with this policy and all other School rules and requirements relating to communicable diseases such as COVID-19, including rules relating to whether or under what circumstances students, parents, and family members may come to the school or attend School events.

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____

Student Name: _____

Student(s) Signature: _____

Date: _____