

Mary Queen of Peace Preschool
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www.MaryQueenofPeaceschool.com

**Learn*

**Grow*

**Pray*

**Explore*

**Laugh*

**Play*



Mary Queen of Peace

Family Handbook

Mission Statement

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

**Learn*

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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

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/Four-Year-Old Preschool

****All children must be toilet trained by the beginning of school. NO PULL-UPS/DIAPERS.**

****According to Ohio State Law a child must be 5 years old by October 1 to attend Kindergarten that year.**

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 (Ages 4/5)

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. Registration is available Monday thru Friday from 7:45am to 3:30pm. ALL forms must be submitted and reviewed within a 48 hour grace period in order for the child to start the program.

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 limited. Scholarship Applications require a current W-2 Form.

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)	\$275.00	\$305.00
Half-Day (M-W-F, 7:45am - 11:00am)	\$230.00	\$255.00
Half-Day (T-TH, 7:45am - 11:00am)	\$195.00	\$215.00
Full-Day (M-F, 7:45am - 2:45pm)	\$375.00	\$425.00
Full-Day (M-W-F, 7:45am - 2:45pm)	\$330.00	\$375.00
Full-Day (T-TH, 7:45am - 2:45pm)	\$290.00	\$325.00

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 and generous donors.

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. All water bottles/lunch boxes are to be labeled with students' names. Coffee/caffeinated drinks are discouraged, as they are not developmentally appropriate for a child ages 3-5.

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 one of our Staff Members to coordinate a Birthday Treat. Birthdays are very special occasions for children. Parents may bring in special birthday snacks ,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 Preschool Google Number at **216-586-4174** or the 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. If a child has **20 unexcused absences**, they will be asked to leave our Program. 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.

Dress Code

Comfortable play clothes are best for the preschool classroom. Clothing such as Rompers and Overalls are **NOT** appropriate for the preschool classroom. Elastic waistband bottoms are encouraged. Shoes should stay securely on your child's feet. Flip Flops, slip on, or velcro shoes are recommended. Rubber sole shoes are the safest. Jewelry is highly discouraged. If your child comes to school with jewelry, the jewelry will be placed in a ziplock bag and put in the child's bookbag. Be sure your child is dressed appropriately for the weather. All children should have an extra set of clothes and shoes labeled in a sealed bag stored in their locker. Keep in mind a creative and fun environment also means that children's clothing may get dirty.

Naptime/Items from home

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.

The Mary Queen of Peace Preschool Program provides a quiet space for children who want to rest, nap, or sleep. Rest time is scheduled for an hour and a

half each day. Rest time shall be in accordance with the developmental needs of the child. Rest areas are lighted to allow for visual supervision of all children at all times. Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities. Children are only permitted to rest,

Creative Curriculum

The Mary Queen of Peace Preschool Programs uses The Creative Curriculum. The Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. The social/emotional stage helps promote independence, self-confidence and self-control.

The Creative Curriculum's objective is to build children's confidence, creativity, and critical thinking skills through hands-on, project-based investigations. The Curriculum promotes discovery and inquiry with opportunities for children to think critically and develop process skills with rich, hands-on investigations of relevant and interesting topics in the classroom. The Creative Curriculum is designed to reinforce learning with family-friendly activities designed for home.

Creative Curriculum Objectives for Development & Learning	
Social-Emotional	<ol style="list-style-type: none"> 1. Regulates own emotions and behaviors <ol style="list-style-type: none"> a. Manages feelings b. Follows limits and expectations c. Takes care of own needs appropriately 2. Establishes and sustains positive relationships <ol style="list-style-type: none"> a. Forms relationships with adults b. Responds to emotional cues c. Interacts with peers d. Makes friends 3. Participates cooperatively and constructively in group situations <ol style="list-style-type: none"> a. Balances needs and rights of self and others b. Solves social problems
Language Arts	<ol style="list-style-type: none"> 1. Listens to and understands increasingly complex language <ol style="list-style-type: none"> a. Comprehends language b. Follows directions

	<ol style="list-style-type: none"> 2. Uses language to express thoughts and needs <ol style="list-style-type: none"> a. Uses an expanding expressive vocabulary b. Speaks clearly c. Uses conventional grammar d. Tells about another time or place 3. Uses appropriate conversational and other communication skills <ol style="list-style-type: none"> a. Engages in conversations b. Uses social rules of language
Physical	<ol style="list-style-type: none"> 1. Demonstrates traveling skills 2. Demonstrates balancing skills 3. Demonstrates gross-motor manipulative skills 4. Demonstrates fine-motor strength and coordination <ol style="list-style-type: none"> a. Uses fingers and hands b. Uses writing and drawing tools
Cognitive	<ol style="list-style-type: none"> 1. Demonstrates positive approaches to learning <ol style="list-style-type: none"> a. Attends and engages b. Persists c. Solves problems d. Shows curiosity and motivation e. Shows flexibility and inventiveness in thinking 2. Remembers and connects experiences <ol style="list-style-type: none"> a. Recognizes and recalls b. Makes connections 3. Uses classification skills 4. Uses symbols and images to represent something not present <ol style="list-style-type: none"> a. Thinks symbolically b. Engages in sociodramatic play
Literacy	<ol style="list-style-type: none"> 1. Demonstrates phonological awareness, phonics skills, and word recognition <ol style="list-style-type: none"> a. Notices and discriminates rhyme b. Notices and discriminates alliteration c. Notices and discriminates discrete units of sound d. Applies phonics rules and knowledge of word structure to decode text 2. Demonstrates knowledge of the alphabet

	<ul style="list-style-type: none"> a. Identifies and names letters b. Identifies letter-sound correspondences <p>3. Demonstrates knowledge of print and its uses</p> <ul style="list-style-type: none"> a. Uses and appreciates books and other texts b. Uses print concepts <p>4. Comprehends and responds to books and other texts</p> <ul style="list-style-type: none"> a. Interacts during reading experiences, book conversations, and text reflections b. Uses emergent reading skills c. Retells stories and recounts details from informational texts d. Uses context clues to read and comprehend texts e. Reads fluently <p>5. Demonstrates emergent writing skills</p> <ul style="list-style-type: none"> a. Writes name b. Writes to convey meaning c. Writes using conventions
Mathematics	<ul style="list-style-type: none"> 1. Uses number concepts and operations <ul style="list-style-type: none"> a. Counts b. Quantifies c. Connects numerals with their quantities d. Understands and uses place value and base ten e. Applies properties of mathematical operations and relationships f. Applies number combinations and mental number strategies in mathematical operations <p>2. Explores and describes spatial relationships and shapes</p> <ul style="list-style-type: none"> a. Understands spatial relationships b. Understands shapes <p>3. Compares and measures</p> <ul style="list-style-type: none"> a. Measures objects b. Measures time and money <p>c. Represents and analyzes data</p> <p>4. Demonstrates knowledge of patterns</p>
Science and Technology	<ul style="list-style-type: none"> 1. Uses scientific inquiry skills

	2. Demonstrates knowledge of the characteristics of living things 3. Demonstrates knowledge of the physical properties of objects and materials 4. Demonstrates knowledge of Earth's environment 5. Uses tools and other technology to perform tasks
SOCIAL STUDIES	1. Demonstrates knowledge about self 2. Shows basic understanding of people and how they live 3. Explores change related to familiar people or places 4. Demonstrates simple geographic knowledge
THE ARTS	1. Explores the visual arts 2. Explores musical concepts and expression 3. Explores dance and movement concepts 4. Explores drama through actions and language
ENGLISH LANGUAGE ACQUISITION	1. Demonstrates progress in listening to and understanding English 2. Demonstrates progress in speaking English

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.

Teaching Strategies (TS) Gold is an ongoing, observation-based assessment for preschool and kindergarten students. Teachers observe children in the context of their everyday experiences to determine what they know and can do, and their strengths, needs and interests within 6 areas of learning and development: Social Emotional, Physical, Language, Cognitive, Literacy and Mathematics (English Language Acquisition where applicable).

TS Gold meets the state requirement of the Early Readiness Assessment. Each preschool student will be observed on an ongoing basis, and the data collected by your child's teacher will be finalized 3 times each year at the state checkpoint

deadlines. As this is an observation-based model, no instructional time is used to administer this assessment. Assessments provide valuable information for students, parents and educators on whether students have mastered grade level and content standards and are on track to graduate prepared for the 21st century.

These assessment results are intended to provide one measure in a body of evidence of your child's academic progress.

Parent-Teacher Conferences are held twice a year, in November and May. Assessments are discussed at 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.

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.

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.

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

Communication

Our usual means of communicating with the Families are by email and the Creative Curriculum 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. 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 develop 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 24 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.

Health and Illness Policy

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.

Health screening benefits the overall health of the young child. It is through checkups and tests that physicians can identify potential health problems. Through health screening, healthy eating and regular physical activity, caregivers can help children learn healthy living habits which can last a lifetime.

Annual health screenings and well-check visits are required for a child to attend an early childhood program. This protects the health of all the children and educators. Health screenings may include children's vision, hearing, dental, height, weight, and blood lead levels.

Upon enrollment, and each year thereafter, screening information will be obtained by the program through completing and collecting the Ohio Department of Health Physical and Immunization Form. Parents will be provided with community resources for obtaining these well checks and health screenings.

Cuyahoga County Board of Health is a wonderful resource for families of young children who need to obtain health screenings.

<https://odh.ohio.gov/know-our-programs/help-me-grow/help-me-grow>

Help Me Grow is Ohio's evidenced-based parent support program that encourages early prenatal and well-baby care, as well as parenting education to promote the comprehensive health and development of children. Help Me Grow System includes Central Intake, Help Me Grow Home Visiting and Help me Grow Early Intervention. Making a referral to Help Me Grow is the first and easy step for parents who have questions or concerns about their infant or child. One referral to Help Me Grow opens the door to many programs that support families including Early Intervention, Home Visiting, Moms and Babies First. If you are not the child's parent, you may still make a referral. Help Me Grow will first contact the child's parent before proceeding. A referral form can be completed on the Ohio Department of Health website.

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

If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: medical history, complete unclothed exam (with parent approval), developmental screening (to assess if child's physical and mental abilities are age appropriate), vision screening, dental screening, hearing assessment, immunization assessment (making sure child receives them on time), lead screening; and other services or screenings as needed.

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

medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.asp

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. An incident report log is kept and all incidents are documented. A copy will be made for records for the family and program.

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 children must be potty trained in order to attend school. A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

Children must wear underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is **NOT** considered toilet trained and is not permitted in our program.

If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained. If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will be asked to attend half day until he/she is completely toilet trained. If a child has a bowel movement the family will be notified and the child will be sent home for the day.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at Mary Queen of Peace Preschool.

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.

Our Program offers special Family Event Days throughout the year, such as Preschool Family Day at the Zoo. In this type of event, all families meet at the event place, and are responsible for transportation and supervision of their children throughout the experience.

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.
