

# Cardinal Stritch Catholic High School & Academy Preschool Program Handbook



Revised August 13, 2019

If I Could. . .

I would teach each child to be positive, to smile,  
to love and be loved.

I would teach each child to take time to observe  
some miracle of nature – the song of a bird,  
the beauty of a snowflake, the orange glow of a winter sunset.

I would teach each child to feel warmly about the peers for  
whom the task of learning does not come easily.

I would teach each one to be kind to all living creatures  
and to crowd out of their lives feelings of guilt,  
misunderstanding and lack of compassion.

I would teach each child that it is O.K. to  
show their feelings by laughing, crying,  
or touching someone they care about.

Every day I would have each child feel special  
and, through my actions, each one  
would know how much  
I Really Care.



Cardinal Stritch Catholic High School & Academy  
Preschool Program

This handbook has been prepared for the parents and students of the Preschool Program in an effort to acquaint you with the philosophy, policies and educational principles and standards as they are outlined by the Diocesan Catholic Schools Service office and the State of Ohio Department of Education.

Mrs. Sandy Miner  
Early Childhood Director  
Cardinal Stritch Catholic High School & Academy

## **CARDINAL STRITCH CATHOLIC HIGH SCHOOL & ACADEMY MISSION STATEMENT**

Cardinal Stritch is a family of faith, knowledge, and strength that form disciples of Jesus Christ.

## **CARDINAL STRITCH CATHOLIC HIGH SCHOOL & ACADEMY PRESCHOOL MISSION STATEMENT**

Because each student is a unique expression of God's creative love and his/her individuality is respected and encouraged, we the spiritual family of Cardinal Stritch, strive to maintain a lived Christian atmosphere in which every student may discover and develop his/her total potential.

## **PHILOSOPHY AND GOALS OF THE PRESCHOOL PROGRAM**

The first years of life are of vital importance to a young child's growth and development. Foundations are laid which influence the child to accept himself/herself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and form the basis for all future learning.

Cardinal Stritch Preschool Program provides a creative learning environment for the young child. It provides opportunities for interaction with other children and adults within a warm and caring atmosphere. Through the supervised, structured play approach to learning, the children are given a multitude of opportunities to enhance each student's potential for intellectual, physical, social, emotional and spiritual growth. Both quiet and active play shall support the development of the whole child.

## **GOALS AND OBJECTIVES**

1. To provide each child with a positive preschool experience. (self-image, self-worth)
2. To learn simple academic concepts.
3. To develop large and small motor skills.
4. To learn to socialize with peers and teacher.
5. To gain independence.
6. To accept responsibility. (to develop the desire to learn)
7. To establish and develop friendships.
8. To engage in cooperative play.
9. To become aware of the fact that he/she is a child of God and will grow in his love.
10. To provide opportunities for quiet and active play

### ADMISSION POLICY

Cardinal Stritch holds to the policy adopted by the Toledo Diocesan School Board: “Catholic Schools of the Toledo Diocese admits students of any race, creed, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to all students. We do not discriminate on the basis of race, creed, color, national or ethnic origin in the administration or our educational admission policies, scholarships, and loan programs, athletics and other school administered programs.” A child must be three years old by August 1 of the respective school year.

### SCHOOL HOURS

The preschool program is designed for three and four year olds. Three year olds may attend three half-day (T, Th & F) or three full-day sessions (T, Th & F). The hours are 8:15 to 11:00 a.m. Four year olds may attend three (T, Th & F) or five full-day sessions. The hours for full day are 8:15 to 2:30.

### REGISTRATION

Students must be three (3) years old by August 1 to enter the 3-years old preschool program. Students must be four (4) years old by August 1 to enter the 4-years old preschool program. Preschool registration papers include a registration form, emergency medical authorization, health information sheet, medical statement, pick-up form, administration of medication request (if applicable), immunization record, birth certificate, custody papers (where applicable). There is also a non-refundable registration fee due at the time of registration.

### BEFORE AND AFTER SCHOOL PROGRAM

Cardinal Stritch offers a before and after school program for preschool students. This program is available at an additional cost. Hours are from 7:00 - 7:40 a.m. and 2:30 - 6:00 p.m.

### DRESS CODE

Preschoolers are not required to wear uniforms. Tennis shoes are acceptable and should be worn on physical education days. Students are not allowed to wear flip flops or sandals. Students are permitted to wear shorts, sundresses, etc. No jeans are permitted except on jeans days. Please dress your child in clothes he/she can manage. All outdoor clothing should be labeled with your child’s name. **Please keep a complete set of extra clothing in your child’s backpack.**

### TRANSPORTATION

Transportation to and from school is the responsibility of the parents. We will be happy to try and assist you in forming carpools by providing a list of parent’s names and addresses on the parent roster.

### COMMUNICATION

You will receive classroom newsletters in addition to the Friday folder information on the school website. Check the school website often for important information. Parents/guardians are encouraged to become involved with school functions. A class roster will be sent home upon request. If you wish your name, address and phone number omitted, please check this on the registration form.

### **CARDINAL FAMILY HOURS**

Every family with at least one child enrolled within Cardinal Stritch Catholic High School & Academy, Preschool\*\*- grade 12, is required to perform at least 30 Cardinal Family service hours per school year. ***\*\*Preschool families who are enrolled 3 days a week are responsible for 15 hours, provided the preschool student is the oldest. Preschool families who are enrolled 5 days a week are responsible for 30 hours.*** Cardinal Family service hours may be completed through Cardinal Stritch Catholic High School & Academy or at your place of worship.

### **VIRTUS TRAINING**

All school volunteers **MUST** complete the VIRTUS training. The VIRTUS training includes an online course, "Protecting God's Children", Selections.com background check, and signed Standards and Guidelines form. Once the certifications is complete it is good for 5 years.

### **PARTIES AND PARENT PARTICIPATION**

Parties are planned to celebrate special holidays such as Halloween costume party, Christmas birthday party for Jesus, Valentine's Day card exchange and Easter celebration. Parents are welcome. Parent/guardians may be asked to help with celebrations, field trips, cooking projects etc. You may be asked to donate items for parties. Several special days will be celebrated throughout the school year for units that have been studied.

### **RECESS**

Outdoor play is scheduled as weather permits. Please send appropriate clothing for the weather. Indoor play will take place when the weather is unfavorable. Preschool children have their own exclusive play area.

### **SUPPLIES**

Upon registration a supply list is given.

### **CHILD/ADULT RATIO & SUPERVISION**

The preschool program will not exceed 12 children per adult with the 3 years old children and 14 children per adult with 4 years old children. No child will ever be left alone or unsupervised. The child will always be within sight and hearing distance of staff member at all times.

### **ARRIVAL, DISMISSAL & RELEASE OF CHILDREN**

Children should not arrive before 7:40a.m. We encourage Preschool families to arrive at 8:05 or after to avoid drop off congestion. All Preschool students will be dropped off at the front doors and will be accompanied to the classroom by teacher assistants. This is in conjunction with our school safety plan. Upon arrival and departure, staff greets each child as he/she comes and goes. All children will be supervised at all times. Only persons authorized to do so by the parent/guardian may pick up children. Dismissal is at the front of school as well. Parents will pull up and teachers/aides will bring the students to the car. Extended Day Program students will be accompanied to the EDP room. All students will be digitally signed in by following the link [www.cardinalstritch.org/prekcheckin](http://www.cardinalstritch.org/prekcheckin) ***This needs to be done each day your child attends school.***

### **EMERGENCY RELEASE**

Only those individuals listed on the registration form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the form needs to pick up the child, a written note from the parent/guardian is acceptable. Necessary information will be name, description, and picture identification of person at the time of pick-up.

### **FIELD TRIPS**

The children will participate in field trips as an enrichment activity. Plans are made with parental consent and involvement. The teacher who has completed first aid and communicable disease courses will accompany the children. Written permission from parent/guardian is also required. A first-aid kit, emergency transportation authorization and health records for any child requiring special procedures or precautions will also be taken on field trips. For insurance purposes, younger siblings are not permitted to go on field trips. Transportation for field trips will be provided by Cardinal Stritch. In the event that Cardinal Stritch does not provide the transportation and parent drivers are used, all students must provide a car seat for the field trip.

### **NAP/REST TIME**

A full-day program serving children shall have a nap/rest period reflected in the daily written program. The nap/rest period is approximately 45 minutes in duration. The nap/rest period will be flexible to meet individual needs. Early risers and non-nappers are provided quiet activity. Children may bring a book, stuffed animal or small toy for this time. Each child will have his/her own mat labeled by name.

### **INCLEMENT WEATHER**

Listen for Cardinal Stritch Catholic High School & Academy on the television or radio in the event of a delay or closing. When the start of the school day is delayed for 2 hours, half day students may choose to attend until 11:00a.m. or you must call the school office and report your student absence due to the weather delay.

### **MANAGEMENT OF ILLNESS**

The symptoms for which a child shall be discharged or should not attend school:

1. Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness. The child must be fever free, diarrhea, and/or vomit free for at least 24 hours before returning to school.
2. Sore throat with a temperature over 99.5 degrees
3. Abdominal pain-not a "bellyache"
4. Nausea or vomiting.
5. Rash of undetermined origin – untreated infected skin patch(es)
6. Has had an accident and possibly may need medical attention
7. Signs or symptoms of communicable disease.
8. Severe coughing, causing the child to become red or blue in the face or the making of a whooping sound.
9. Difficult or rapid breathing
10. Yellowish skin or eyes.
11. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.  
(Conjunctivitis)
12. Evidence of lice, scabies, or other parasite infestations
13. Unusually dark urine and/or grey or white stool

14. Stiff neck

15. Diarrhea (more than one abnormally loose stool within a 24-hour period)

Parents will be notified by a letter from the principal of child's exposure to any communicable disease.

### **ISOLATING A CHILD**

A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child while isolated shall be watched carefully for symptoms as follows:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

### **\*Mildly Ill Child**

The school nurse will care for a mildly ill child by keeping student in his/her office. The nurse will keep the child comfortable and contact parent for further instructions. If the nurse is unavailable the child may rest in the classroom in an unoccupied area.

A child isolated due to suspected communicable disease shall be:

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

### **EMERGENCY ILLNESS/ACCIDENT PROCEDURES**

First aid is management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures will be followed and someone on the child's emergency medical form and/or the doctor, dentist, hospital, or 911 will be called. **Please notify the school office at once if there are any changes in your emergency information.**

The staff member in charge of the child will complete an accident/injury report when the following occur:

- An illness, accident, or injury, which requires first aid treatment.
- A bump or blow to the head.
- Emergency transportation.
- An unusual or unexpected event jeopardizing the safety of children or staff, such as a child leaving school unattended.

### **A CHILD SHOULD REMAIN AT HOME**

For the sake of a child's health and that of other students, a child shall be kept home if he/she exhibits signs of illness. A child is not to return after an illness unless he/she has been:

- Fever free for at least 24 hours.
- Vomit and/or diarrhea free for at least 24 hours. If a child is diagnosed with a contagious illness (ex. Strep throat, pink eye) he/she may not return to school until he/she has been on antibiotic therapy for at least 24 hours or return with a physician's note.

### **EMERGENCY PROCEDURES**

In case of severe emergency or accident:

- The administering of first aid.
- Contacting parent/guardian immediately and/or calling emergency medical transportation if the situation warrants.
- Staying with the child until released to the parent/guardian or emergency medical transportation. Completing incident report and giving to parent/guardian for signature.

Parents/guardians will be immediately notified by telephone in the event of any serious accident, injury or illness, and notified if the child needs to be transported to a source of medical or dental treatment. When an accident or injury occurs, or when any other incident necessitates administration of syrup of ipecac or emergency transportation of a child, the school will complete an accident report.

### **ADMINISTRATION OF MEDICATION**

The following guidelines are to be followed when it is necessary for school personnel to administer prescribed medication, over the counter medication, food supplement, modified diet, or fluoride supplement:

Prior to administration

1. Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, fluoride supplement, or over the counter medication; and
2. Each time medication is administered, a written record or log including dosage, date and time shall be made. The record or log will be kept on file for one year.
3. Medication containers must have an affixed pharmacy label including student's name, name of medication, dosage, and the time of administration. At every dosage change, a new physician's statement is required.
4. An adult must bring the medication to school. All medication must be picked up by an adult at the end of the school year or it will be discarded.
5. Children are not permitted to keep medication with them while at school.
6. Pre-kindergarteners are not permitted cough drops.

### **FIRE/TORNADO/EMERGENCY DRILLS**

Drills are held monthly to assure that fire emergency, location for tornado, and evacuation of building is understood and easily managed.

## **CUSTODY ARRANGEMENTS**

If there are any issues regarding custody or restraining orders issued against or for any primary guardian or immediate relative of the child enrolled in the Cardinal Stritch Preschool Program, we must have a copy of those arrangements on file.

## **PARENT VISITATION AND CHILD'S ACHIEVEMENT**

Cumulative records are kept for each student. Each child's progress is evaluated throughout the school year. There are two scheduled parent-teacher conferences, in the fall and in the spring. Progress reports are given out quarterly. A conference may be scheduled at any other time by a parent/guardian or teacher.

Parent or guardian of a child enrolled in the program shall be permitted unlimited access to the school during the hours of operation. Upon entering the school, the parent/guardian shall sign in with the school office.

## **GUIDANCE AND BEHAVIOR MANAGEMENT POLICY**

The approach to guidance at the preschool age is a positive one, encouraging self-control, self-esteem and cooperation. Smooth, healthy functioning of the group requires limitations, which are clearly defined, consistent and developmentally appropriate. Through preventive discipline techniques such as suitable program planning, positive verbal communication and the setting of an appropriate emotional tone in the school, the need for disciplinary action will be limited.

We value mistakes as learning opportunities and patiently remind the children of the rules and their importance. We will guide children to resolve conflicts and model problem solving skills that will encourage eventual internalization of self-control. In addition, children will be given the opportunity to share feelings and frustrations with an attentive adult. Inappropriate behavior will be directed to an acceptable activity. If this does not work, the child will be placed in a time-out allowing time to sit calmly and reflect on behavior.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. 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 gain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
5. No child shall be subjected to profane language, threats, and/or derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. 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.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the pre- program

11. A preschool staff member in charge of a child or group of children shall be responsible for their discipline.
12. The parent of a child enrolled in a program shall receive the written discipline policy.
13. All preschool staff members shall receive a copy of the program's discipline policy for review upon employment.

Our goal is to make your child's time with us a positive and successful experience. Cardinal Stritch Catholic High School & Academy Preschool Program is licensed to operate by the Ohio Department of Education. The most recent written compliance report is posted on the Parent Board. The facility is required to report any suspicious of child abuse or neglect to the local public Children Services Agency

### **TYPICAL DAY'S SCHEDULE**

Arrival and free play (play is a child's work!)

Circle time: attendance, helpers, prayer, songs, story etc.

Snack

Movement activities

Small group activities-Math, Science, Social Studies, Language activities,

Religion

Learning Centers

Music / Physical Education / Computers/Art

Restroom, wash hands

Dismiss half day students, restroom

Recess

Lunch

Restroom

Finger plays, stories, songs, poems.

Rest time

Outdoor play

Sharing/group time, discuss the day's events

Dismissal

## **PRESCHOOL CURRICULUM OUTLINE WITH EXAMPLES**

Cardinal Stritch Catholic High School & Academy Preschool Program curriculum is centered around experiencing good socialization skills and developing a healthy positive self-image. We feel that it is important that the first year of school should be a positive experience. The skills that we practice through our lessons are building blocks for the future. The children learn what is necessary through play and self-discovery. We follow the Early Learning Content Standards through the Ohio Department of Education. We have adopted the Creative Curriculum Program. The State of Ohio has developed early learning content standards for preschool. The areas covered are: English Language Arts, Mathematics, Social Studies, and Science. These standards and indicators serve as a framework for designing and implementing meaningful curricula and learning experiences within the preschool settings.

### **A. Socialization**

1. Interaction through free play
2. Creative play/dress up

### **B. Language Development** – the development of communication skills that enable a child to share his world with others. These skills include listening, speaking and thinking.

1. Singing
2. Stories
3. Group discussions
4. Learning conversational skills

### **C. Music Appreciation**

1. Learning new songs
2. Playing instruments
3. Rhythmic movements
4. Creative expressions

### **D. Small Motor Development** – Body coordination, as appropriate to the child's physical development, is enhanced through small muscle activities.

1. Developing and strengthening hand and finger muscles.
  - a. play dough
  - b. coloring
  - c. painting
  - d. cutting
  - e. printing
  - f. pouring
  - g. sifting
  - h. stringing
  - i. sewing
  - j. water play

### **E. Large Motor Development-** Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities.

1. Building large muscle strength; coordination
  - a. obstacle courses
  - b. balancing beams
  - c. climbing
  - d. hopping, skipping, jumping, galloping, tiptoeing games
  - e. building
  - f. throwing
  - g. catching

## **F. Pre-reading Skills (Introduction to Academics No-Emphasis)**

1. Math – involves the development of cognitive skills following the principle that the child learns by doing abstract concepts are set into purposeful play.
  - a. calendars
  - b. basic counting skills
  - c. one-to-one correspondence
  - d. comparisons-forming sets
  - e. building/proportions
  - f. amounts and space
  - g. recognizing numerals
  
2. Reading
  - a. alphabet recognition
  - b. left to right movement
  - c. top to bottom movement
  - d. visual perception

## **G. Christian Values in Everyday Living-Religious reading is the development of a positive self-image in relationship to a loving God.**

1. Stories through puppetry
2. Learning to share
3. Basic bible stories
4. Dealing with everyday people and experience
5. Learning wonders of God
6. Family and friends

## **H. Science**

1. Learning about the world around us.
2. Seasons
3. Magnets
4. Dinosaurs
5. Animals
6. Senses and body

## **I. Self-Esteem Development**

1. Encourage a positive environment
2. Positive reinforcements

## **J. Self-Help Skills**

1. Dressing self
2. Buttoning
3. Zipping
4. Tying
5. Lacing

**State Compliance Report**

The most recent written compliance reports are posted in the classroom near the posted license until the new compliance report is received from the Department of Education. Parents may request copies of the program compliance report at any time from the school office.

**State Regulation**

All complaints that have not been resolved may be reported to the Department ombudsman or the Office of Early Childhood Education. The name and phone numbers of both parties is posted near the program license. Parents may request copies of the program inspection reports at any time from the school office.

**Facility**

A phone will be available while the program is in session.

**Student Identification Badges**

Each student will receive a student ID badge after school pictures are taken. All students need to wear these badges daily to follow our school safety plan. Your child may leave it at school or in his/her backpack to avoid losing it.

## Snack Menu



**\*crackers and cheese**

**\*fruit flavored yogurt**

**\*fresh fruit**

**\*veggies and dip**

**\*applesauce**

**\*meat and crackers**

**\*graham crackers and peanut butter**

**\*pretzels and cheese**

**\*vanilla wafers**

**\*animal cookies**

**\*muffins**

**\*granola bars**

**\*nutra grain bars**

**\*dried cereal**

**\*milk**

**\*100% fruit juice**

**\*bagels and cream cheese**

## **SAFETY POLICY**

1. No child will be left alone or unsupervised.
2. Fire drills are conducted monthly.
3. Teacher will have immediate access to a telephone in the classroom.
4. Safety plans are posted in the classroom explaining procedures for fire, weather, medical, or dental emergencies.
5. Teacher will conduct a daily health check on each child before the parent leaves the school.
6. Only those listed on the registration form will be allowed to pick up the child.

## TOILETING POLICY

Children enrolled in preschool at Cardinal Stritch must be potty trained before attending school. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups is not considered being potty trained.

Why do children have to be toilet trained before beginning preschool?

- There are strict standards for changing and disposing of wet or soiled diapers.
- The classrooms are not equipped for diaper changing.
- Our State license does not provide for non-toilet trained children. The law requires a separate space containing a central changing station and equipment to dispose of soiled items. Being a Preschool-12 we do not have this.
- If an adult is busy changing a child, it is taking away from learning time for all students, and it removes one adult from direct supervision of the interaction with the rest of the class

We do understand that even toilet trained children may occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help the children independently change their clothes. In the case of a bowel accident, the child will probably not be able to do a sufficient job of getting cleaned up. A parent will be called to assist the child, or may elect to take the child home.

A toilet trained child is a child that can do the following:

- Communicate to the teachers that he/she needs to go to the restroom.
- Alert him/herself to stop what they are doing to go use the bathroom.
- Pull down clothes and get them back up without assistance.
- Wipe after using the toilet.
- Get on and off the toilet.
- Wash and dry hands.
- Postpone going if they must wait a short amount of time.
- Awaken during rest time should they need to go to the bathroom.

We take the children to the bathroom several times a day, and they can always ask to go in between the scheduled bathroom breaks. We will assist children, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when they are in a new environment. Preschool staff are aware of this and will assist the children as necessary. Please dress your child in clothing that they can manage easily for toileting. Also make sure your child has a complete set of clothes appropriate for the season in their backpack. Parents will be notified if a child has an accident.

We understand that each child arrives at this milestone differently, therefore we will allow six weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parent and reserve the right to suspend attendance of the child at such time.

\* \* \* \* \*

**Please Complete & Return This Form  
To Your Child's Teacher**

Our family has read this handbook together and discussed it in its entirety. We understand our obligations as parents and students. We also understand Cardinal Stritch Catholic High School & Academy's obligations in educating children enrolled.

We are excited about the new school year and look forward to working with the president, administration and teachers at Cardinal Stritch Catholic High School & Academy.

**Family Members' Signatures**

Date: \_\_\_\_\_

Parents: \_\_\_\_\_

Child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

